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Pitt Technical Institute

Greenville, N. C.

27834

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LEARNING RESOURCES CENTER
Pitt Community College
Greenville, North Carolina

General Catalog 1969-1970

PITT TECHNICAL INSTITUTE

GREENVILLE, NORTH CAROLINA

THE OPEN DOOR

The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion; whose talents, (however great or however limited or however different from the traditional), the state needs and must develop to the fullest possible degree. That is why the doors to the institutions in North Carolina's system of Community Colleges must never be closed to anyone of suitable age who can learn what they teach. We must take the people where they are and carry them as far as they can go within the assigned function of the system. If they cannot read, then we will simply teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education at a time and a place convenient to them and at a price within their reach. If their talent is technical or vocational, then we will simply offer them instruction, whatever the field, however complex or however simple, that will provide them with the knowledge and the skill they can sell in the marketplaces of our state, and thereby contribute to its scientific and industrial growth. If their needs are in the great tradition of liberal education, then we will simply provide them the instruction, extending through two years of standard college work, which will enable them to go on to the University or to senior college and on into life in numbers unheard of before in North Carolina. If their needs are for cultural advancement, intellectual growth or civic understanding, then we will simply make available to them the wisdom of the ages and the enlightenment of our own times and help them on to maturity.

W. D. Herring, Chairman
State Board of Education
1964

Students having questions not answered in this publication may secure additional information from The Director of Student Personnel, Pitt Technical Institute, P. O. Drawer 979, Greenville, North Carolina 27834
Telephone 756-3130

Pitt Technical Institute is a comprehensive public technical institute operating under the North Carolina Department of Community Colleges. The Institute is approved by the North Carolina State Board of Education.



Pitt Technical Institute

HIGHWAY 11, SOUTH

P. O. DRAWER 979

**GREENVILLE, NORTH CAROLINA
27834**

TELEPHONE 756-3130

General Catalog

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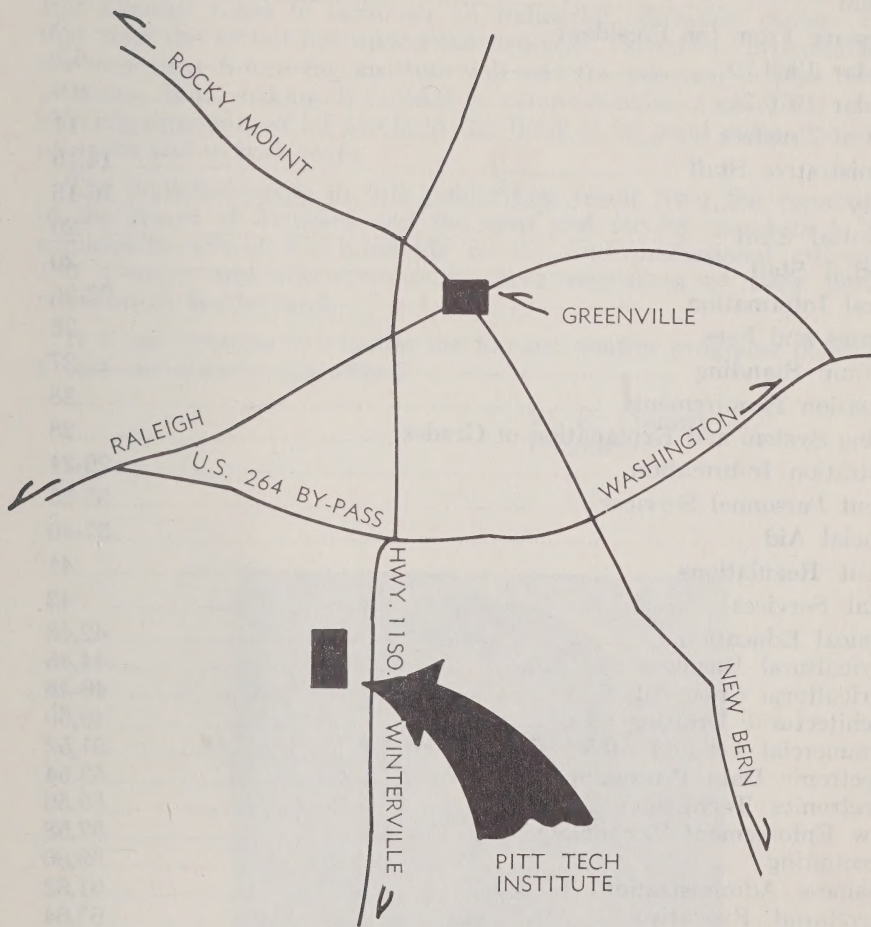
PITT TECHNICAL INSTITUTE
Volume IV
GREENVILLE, NORTH CAROLINA

1969

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1970

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LOCATION

Pitt Technical Institute is located on Highway 11, South, approximately one mile south of the Greenville city limits. The Institute is nestled in a grove of pine trees that adds much to the natural beauty of the campus. The campus consists of 67 acres on which two modern, up-to-date buildings stand. Long-range plans call for the construction of several more classroom, laboratory, and general purpose buildings.

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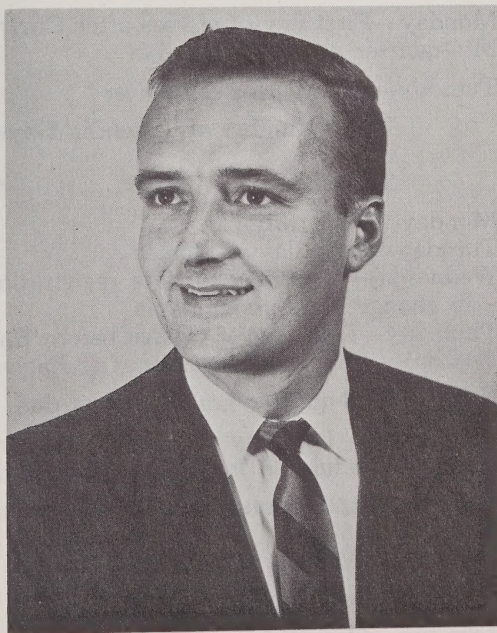
A Message From the President

Pitt Technical Institute had its beginning in 1961 when the citizens of Pitt County voted to establish an industrial education center. Since that time the school has added the two-year Technical curriculums. In the very near future the institute will add the two-year college transfer program, thus making it indeed a comprehensive community college offering programs at all levels to the limit of its legal authority and to all races and to both sexes.

The announcements in this publication result from the commitment of the Board of Trustees and the staff and faculty members to be a community school for hundreds of lay and professional citizens of Pitt County and the surrounding area regardless of their previous educational background.

It is our promise to provide the highest quality programs possible at a cost our citizens can afford.

W. E. Fulford, Jr.
President



CALENDAR 1969-70

FALL QUARTER

- September 8 Monday—All Instructors present for teacher's meeting and workshop
9 Tuesday—Registration
10 Wednesday—First day of classes
19 Last day for late registration and last date to change class assignments
- October 10 Friday—North Eastern District of the N. C. E. A.
17 Friday—Mid-quarter grade reports due
- November 26 Wednesday—Last day of classes in fall quarter
27-28 Thursday-Friday—Thanksgiving holidays

Total Number of Teaching Days—55

WINTER QUARTER

- December 2 Tuesday—Registration
3 Wednesday—First day of classes
11 Thursday—Last day for late registration and last date to change class assignments
19 Friday—Last day of school before Christmas holidays
- January—1970
5 Monday—First day of classes after Christmas holidays
16 Mid-quarter grade reports due
- March 3 Tuesday—End of winter quarter

Total Number of Teaching Days—55

SPRING QUARTER

- March 9 Monday—Registration
10 Tuesday—First day of classes
18 Wednesday—Last day for late registration and last date to change class assignments
26 Thursday—Last day of classes before Easter Holidays
31 Tuesday—First day of classes after Easter Holidays
- April 17 Friday—Mid-quarter grade reports due
- May 27 Wednesday—Last day of classes in spring quarter
29 Friday—Graduation for all two-year students

Total Number of Teaching Days—55

SUMMER QUARTER

- June 8 Monday—Registration
9 Tuesday—First day of classes
17 Wednesday—Last day for late registration and last date to change class assignments
- July 3 Friday—Independence Day Holiday (July 4 falls on Saturday)

- 6 Monday—Classes resume after Independence Day Holiday
- 10 Friday—Mid-quarter grade reports due
- 16 Last day of six-week summer session
- August 21 Friday—Last day of classes—summer quarter graduation for all four-quarter classes.
- Total Number of Teaching Days—55
- August 24 Time set aside for four-quarter's instructors ten day through vacation
- September 4
- September 7 Monday—All Instructors present for workshop

CALENDAR 1970-71

FALL QUARTER

- September 7, 8 Monday, Tuesday—Registration
9 Wednesday—First Day of Classes
18 Last date for late registration and last date to change class assignments
- October 12 District Meeting N.C.E.A.
16 Friday—Mid-quarter grade reports due
- November 25 Wednesday—Last day of classes in fall quarter
26-27 Thursday-Friday—Thanksgiving holidays

Total Number of Teaching Days—55

WINTER QUARTER

- December 1 Tuesday—Registration
2 Wednesday—First Day of Classes
11 Friday—Last date for late registration and last date to change class assignments
18 Friday—Last day of school before Christmas holidays
- January—1971
3 Monday—First day of classes after Christmas holidays
22 Friday—Mid-quarter grade reports due
- March 2 Tuesday—End of winter quarter

SPRING QUARTER

- 8 Monday—Registration
- March 9 Tuesday—First Day of Classes
19 Friday—Last date for late registration and last date to change class assignments
- April 8 Thursday—Last day of classes
13 Tuesday—First day of classes after Easter holidays
18 Friday—Mid-quarter grade reports due
- May 26 Last day of classes in spring quarter
28 Graduation for all two-year students

Total Number of Teaching Days—55

SUMMER QUARTER

- June 7 Monday—Registration
8 Tuesday—First Day of Classes
18 Friday—Last date for late registration and last date to change class assignments
- July 5 Monday—Independence Day Holiday (July 4 falls on Sunday)
6 Tuesday—Classes resume after Independence Day Holiday
16 Friday—Mid-quarter grade reports due

	20	Tuesday—Last day of six-week summer session
August	24	Tuesday—Last day of classes—summer quarter Graduation for all four-quarter classes
Total Number of Teaching Days—55		
August	25-	Time set aside for four-quarter instructors' ten-day vaca-
September	7	tion

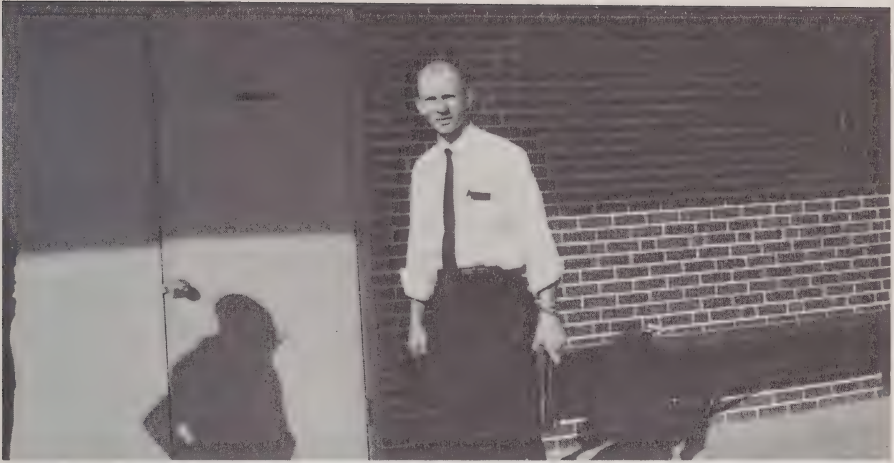




BOARD OF TRUSTEES

<i>NAME AND ADDRESS</i>	<i>OCCUPATION</i>	<i>AGENCY APPOINTING</i>
Dr. Robert Lee Humber, Chairman 117 West Fifth Street Greenville, N. C.	International Lawyer, Educator	Pitt County Commissioners
Mr. James W. Brewer 614 Maple Street Greenville, N. C.	Businessman	Governor
Mr. R. E. Davenport, Jr. Farmville, N. C.	President, Thermatics, Inc., Elm City, N. C.	Pitt County Board of Education
Mr. C. W. Everett Bethel, N. C.	Attorney at Law	Pitt County Board of Education
Mr. Wiley Gaskins Grifton, N. C.	Farmer and Heavy Equipment Contractor	Pitt County Commissioners
Mr. Robert L. Ramey 1802 Rosewood Drive Greenville, N. C.	Tobacconist	Governor
Mr. Corey Stokes 807 West Third Street Ayden, N. C.	Owner, S. & E. Motor Service Company	Pitt County Commissioners
Mr. Joseph M. Taft 1705 East Fifth Street Greenville, N. C.	Co-Owner, Taft Furniture Company	Greenville City School Board
Mrs. D. J. Whichard, II Forest Hills Drive Greenville, N. C.	Housewife	Greenville City School Board
Mr. Vernon E. White Winterville, N. C.	Farmer and State Senator	Pitt County Commissioners
Mr. A. B. Whitley, Jr. Greenville Boulevard Greenville, N. C.	Owner, A. B. Whitley, Inc.	Governor
William F. Tyson Stokes, North Carolina	Farmer and Insurance	Governor





ADMINISTRATIVE STAFF

- W. E. Fulford, Jr.....President
 B. S., North Carolina State University
 M. A., East Carolina University
 Ed. D., Duke University
- Edward B. Bright.....Dean of Instruction
 B. S., M. A., East Carolina University
 Advanced Work — North Carolina State University
- Joe George Cannon.....Guidance Counselor
 B. A., St. Augustine's College
 Advanced Work — East Carolina University
- Joseph Edward Downing.....Director of Extension
 B. S., North Carolina State University
 M. S., North Carolina State University
 Advanced Work — North Carolina State University
- Willard C. Finch.....Assistant to the Dean
 A. B., East Carolina University
 M. A., East Carolina University
 Advanced Work — North Carolina State University
- Jean Mincey Fletcher.....Director of Guidance
 A. B., University of North Carolina, Greensboro
 M. Ed., University of North Carolina, Chapel Hill
- Bryan Grimes, Jr.....Financial Aid Officer and Placement Director
 A. B., University of North Carolina at Chapel Hill
- John A. Guy.....Director of Faculty
 A. B., Asbury College
 M. A., Duke University
 Advanced Work — University of Virginia, University of Florida,
 University of Wisconsin
- W. H. Howell.....Business Manager
 A. B., Wake Forest University
 B. S., North Carolina State University
 Certificate in School Administration — University of North Caro-
 lina, Chapel Hill
 M. S., North Carolina State University
 Advanced Work — North Carolina State University
- George Spencer McRorie.....Director of Student Personnel
 Wake Forest University
 B. S., Appalachian State University
 M. A., East Carolina University
 Advanced Work — University of North Carolina, North Carolina
 State University, Florida State University, East Carolina University
- Douglas M. Morgan.....Registrar
 A. B., East Carolina University
 Advanced Work — East Carolina University

Ola L. Porter.....Director of General Adult Education
 B. S., East Carolina University
 M. A., East Carolina University
 Advanced Work — North Carolina State University

Hugh Parham Stanley.....Supervisor of Evening Programs
 B. S., East Carolina University
 Advanced Work — East Carolina University

SPECIAL STAFF

Earl Aiken, Area Consultant, Supervisory Development Training
 Guy C. Langston, Area Consultant, Law Enforcement Training



FACULTY

- J. Sam Arnett.....Instructor, Architectural Drafting
B.S. — Virginia Polytechnic Institute
- Wilbur A. Ballenger.....Instructor, English
A.B. — Atlantic Christian College
M.A. — East Carolina University
- Mrs. Hazel S. Barrow.....Coordinator - Kearney Park Learning Center
Greenville, N. C.
Attended Lenoir County Community College
- Miss Verna Faye Bowen.....Instructor, Business Education
B.S. — East Carolina University
Advanced Work — East Carolina University
M.A. — Appalachian State University
- Edgar L. Boyd.....Instructor, Agricultural Chemicals
B.S. — N. C. State University
- Milan Brickhouse.....Instructor, Auto Mechanics
Bath High School, 1942, Ford Service Schools
General Motors Service Schools
- Mrs. Jacquelyn P. Briley.....Instructor, Math, Physics
B.A. — U. N. C. at Greensboro
M.A. — East Carolina University
- Mrs. Jean Cox Brown.....Instructor, English
B.S. — East Carolina University
M.A. — East Carolina University
Advanced Work — East Carolina University
- Mrs. Marion Summerlin Bunting.....Instructor, Math, Physics
A.B. — Atlantic Christian College
Advanced Work — East Carolina University
- Mrs. Ann B. Byrd.....Instructor, Business Education
- Mrs. Barbara Clark.....Librarian
B.A. — U.N.C. at Greensboro
M.A. — East Carolina University
- Mrs. Faye Hall Dempsey.....Instructor, Business Education
B.S. — East Carolina University
M.A. — East Carolina University
- Mrs. Louise B. Downing.....Learning Lab Coordinator
B.S. — East Carolina University
M.S. — East Carolina University
- Frank Hill Duff.....Instructor, Farriering
- Ted D. Englebrecht.....Instructor, Business Education
B.S. — East Carolina University
M.B.A. — East Carolina University
- Eugene C. Fleming.....Instructor, Business Education
B.S.B.A. — East Carolina University
- John S. Fletcher, II.....Instructor, Law Enforcement
B.S. — University of North Carolina at Chapel Hill
LL.B. — University of North Carolina at Chapel Hill
Advanced Graduate Law Study — New York University

- Miss Euna Elaine Flippin.....Instructor, Business Education
 B.S. — Appalachian State University
 M.A. — Appalachian State University
- James E. Fulcher.....Instructor, Machinist
 New Bern High School
 U.S. Naval Apprentice School
- Mrs. Usha Gulati.....Library, Audio-Visual Assistant
 B.A. — University of Virginia
- Darrell Gene Hemby.....Assistant Instructor, Machinist
 Diploma — Lenoir Community College
- Mrs. Jean R. Holley.....Instructor, Business Education
 B.S. — East Carolina University
 M.A. — East Carolina University
- J. N. Hoover.....Instructor, Electronics
 B.S.E.E. — N. C. State University
 Advanced Work — East Carolina University
- Lloyd F. Huggins.....Instructor, Law Enforcement
 A.B. — East Carolina University
- Mrs. Jo Ann Barber Leith.....Instructor, Business Education
 B.S. — East Carolina University
 M.A. — East Carolina University
- Mrs. Mildred Taylor McGrath.....Instructor, Electronic Data Processing
 B.S. — East Carolina University
 M.A. — Colorado State
 Advanced Work — Colorado State
- Daniel C. Martin, Jr.....Instructor, Electronics Servicing
 Associate in Electronic Technology — DeVry Technical Institute
- Edwin F. Martin, Jr.....Instructor, Architectural Drafting
 B.S. — N. C. State University
 Advanced Work — East Carolina University, Georgia Tech
- William H. Moore.....Instructor, Agricultural Business
 B.S.A. — University of Georgia
 M.Ed. — University of Georgia
 M.S. — Ohio State University
- Mrs. Doris H. Phelps.....Assistant Librarian
 B.S. — East Carolina University
 M.A. — East Carolina University
- Mrs. Alberta Jenkins Potter.....Instructor, English
 B.S. — East Carolina University
 M.A. — East Carolina University
- Mrs. Joy B. Sasser.....Learning Lab Coordinator
 B.S. — Atlantic Christian College
- Mrs. Jane A. Smith.....Assistant Librarian
 B.S. — East Carolina University
- Roland A. Smith.....Instructor, Auto Mechanics
 Professional Certificate — Gaston College
 B.S. — East Carolina University
- Donald Sutton.....Instructor, Commercial Art
 B.F.A. — Richmond Professional Institute

Robert M. Turner.....Instructor, Mechanical Drafting
 Certificate — Newport News Ship Building and Dry Dock Apprentice School
 B.S. — N. C. State University

Mack C. Stocks.....Instructor, Business Education
 B.S. — East Carolina University
 M.A. — East Carolina University

J. M. Whitehurst.....Instructor, Electronics, Math, Physics
 A.B. — East Carolina University
 Advanced Work — East Carolina University

James Young.....Director - Farmville Adult Education Center
 B.S. — East Carolina University
 Advanced Work — East Carolina University



SECRETARIAL STAFF

Mrs. Doris Baker.....	Graphic Arts Technician
Mrs. Henrietta Briley.....	Secretary to Mr. Guy
Mrs. Marie Buck.....	Secretary to Mr. Morgan
Mrs. Jean Chappell.....	Secretary, Extension
Mrs. Elizabeth Dudley.....	Secretary to Mr. Fulford
Miss Joyce Dunn.....	Secretary to Mr. Langston and Mr. Aiken
Mrs. Connie Harrell.....	Bookkeeper
Mrs. Lois Harris.....	Secretary to Mr. Bright
Mrs. Peggy Heath.....	Secretary to Mr. Stanley
Mrs. Miriam Kelsey.....	Secretary, Library
Mrs. Jean King.....	Secretary to Mr. McRorie
Mrs. Elizabeth Mallory.....	Switchboard Receptionist
Miss Alberta Manning.....	Secretary to Mr. Howell and Bookstore Manager
Miss Judith Moyer.....	Secretary, Extension
Miss Avis Stanley.....	Secretary to Mrs. Fletcher
Miss Helen Vandiford.....	Assistant Bookkeeper

CUSTODIAL STAFF

Mr. Charlie G. (Pete) Forlines.....	Supervisor
Mr. David Forlines.....	Grounds Keeper
Mr. George Anderson.....	Custodian
Mr. Levi White.....	Custodian
Mrs. Viola Boyd.....	Maid
Mr. Walter Gatlin.....	Custodian



GENERAL INFORMATION

HISTORY OF PITT TECHNICAL INSTITUTE

Pitt Technical Institute had its beginning in 1960 when the citizens of Pitt County approved a bond issue for the construction of a physical plant to house an Industrial Education Center. The leadership of Dr. Robert Lee Humber, who presently serves as chairman of the Institute's Board of Trustees, played an important part in the establishment of the Institute. The school was chartered in 1961 as an Industrial Education Center to serve the needs of the people of Pitt County and surrounding areas. In 1964 the school was designated a Technical Institute by the North Carolina State Board of Education.

The first classes were held in the new building in September, 1964, with an initial enrollment of 96 full-time day students. Since that time, the Institute has steadily increased its enrollment and broadened its curriculum.

The Institute is located on Highway 11, South between Greenville and Winterville. The original building has approximately 40,000 square feet of useable space with spacious and well-designed laboratories, shop, and classrooms.

A new modern classroom and laboratory building will be ready for use when the 1969-70 school term begins.

The school is a publicly supported, non-profit technical Institute that offers a broad curriculum in technical and vocational programs.

STATEMENT OF PURPOSE

The purposes of Pitt Technical Institute are as follows:

1. To provide expanded educational opportunities for young people and adults who desire to continue their education.
2. To provide relatively inexpensive, nearby educational opportunities for high-school graduates, school dropouts, and adults.
3. To provide technician programs, preparing students for jobs of this level in industry, agriculture, business, and service occupations.
4. To provide vocational programs of less than technician level, preparing students for jobs requiring different levels of ability and skill.
5. To provide programs of technical and vocational education for employed and underemployed adults who need training or retraining, or who can otherwise profit from the program.
6. To provide short courses that will meet the general adult and community service needs of the people of the community.

AREAS OF STUDY AT PITT TECHNICAL INSTITUTE

ASSOCIATE IN APPLIED SCIENCE DEGREE PROGRAMS

Agriculture Business Technology
Agriculture Chemicals Technology
Architectural Drafting

Commercial Art and Advertising Design
Electronic Data Processing—Business
Electronics Technology
Law Enforcement Technology
Accounting
Business Administration
Executive Secretary
Legal Secretary
Medical Secretary

DIPLOMA PROGRAMS

Automotive Mechanics (One or two-year option)
Cosmetology
Electronics Servicing
Machinist Trade (One or two-year option)
Mechanical Drafting

CERTIFICATE PROGRAMS

Farriering (Horseshoeing)
Masonry

ADULT EDUCATION

Adult Basic Education
Adult High School Program
General Adult Enrichment Programs
Man Power Development Training Act Programs
New and Expanding Industry Training Programs
Special Seminars and Workshops

ACCREDITATION & PROFESSIONAL ORGANIZATIONS

Department of Community Colleges

Pitt Technical Institute is accredited by the North Carolina State Department of Community Colleges under the State Board of Education, as specified in Chapter 115 A of the General Statutes of North Carolina.

The Department of Community Colleges and the State Board of Education has granted the Institute Board of Trustees the authority to award the Associate of Applied Science Degree for the completion of the two-year technology curriculum and the two-year business curricula and the awarding of the Diploma for all vocational curricula.

Regional Accreditation

Pitt Technical Institute is classified by the Southern Association of Colleges and Schools as a candidate for accreditation and has declared its intention to work closely with the Association in pursuit of accreditation and membership at the earliest possible date.

Pitt Technical Institute is recognized by the U.S. Department of Education as being an institution of higher learning and qualified to receive Federal assistance in all of its higher education programs.

Pitt Technical Institute is an institutional member of the American Association of Junior Colleges.

ADMISSION PROCEDURES

The admission procedures of Pitt Technical Institute are designed to create a feeling of personal interest in the applicant and his plans for the future.

- A. Pitt Technical Institute operates under the “open-door” policy as set forth by the North Carolina Department of Community Colleges and the State Board of Education. Specifically the State Board recommends that all technical institutes and community colleges shall maintain an open-door admission policy for all applicants who are high-school graduates or high-school leavers 18 years of age or older. The Institute has the right to selectively place these applicants.
- B. The basic requirements for curriculum programs are as follows:
 - (1) High-school graduation for all programs except vocational trade programs, which require a student to have at least 8 units of high school work or its equivalency.
 - (2) High-school equivalent certificates will be accepted in lieu of graduation from a regular high school.
 - (3) A completed health questionnaire signed by the student and his parents must be furnished prior to enrollment in the Institute.
 - (4) A completed application blank.
 - (5) Have taken either the General Aptitude Test Battery administered by the Employment Security Office and/or the Differential Aptitude Test administered by Pitt Technical Institute. A report of these test scores should be in the applicant’s folder before entrance to Pitt Technical Institute.
 - (6) Satisfactory scores on the Scholastic Aptitude Test will be accepted in lieu of other test scores for all technical or business curriculums.
 - (7) Applicants for Electronics Technology and Architectural Drafting should have completed two units of mathematics, one of which is in algebra and the other in plane geometry or an equivalent in modern mathematics; the Institute will waive the math requirements if a student, in the judgment of his department head and counselor, has the necessary mathematical aptitude as determined by the North Carolina Community College Pre-Math Test.
- C. Pitt Technical Institute will accept students from other institutes or colleges provided:
 - (1) Formal application is submitted.
 - (2) Transcript of college or technical institute credit is furnished by all previously attended institutions.
 - (3) Student is in good standing with former institution.
 - (4) Passing grades will be considered for acceptance.
 - (5) A completed health questionnaire signed by the student and his parents must be furnished prior to enrollment in the Institute.

- D. Adult Education. Admission requirements for classes in adult education are determined on the basis of each such class offered.
- E. Evening Curriculum Programs. The same admission requirements for full-time day curriculum programs are also applicable to evening curriculum programs.
- (1) The Institute will waive admission requirements for evening curriculum programs should the student desire to enroll in a course for *audit* only. The audit student must pay the same tuition, but he will receive no credit or grades for the course.
 - (2) The Institute will waive the admission requirements for the evening curriculum if the applicant holds either an A.A.S. degree, B.S. degree, or any other academic degree; but the applicant must provide the Institute with a transcript of his work at his previous institution.
- F. Readmission of Curriculum Students. Students re-entering after one or more quarters out of school will follow normal registration procedures. If the student was out of school as a result of disciplinary action, he must appear before the Judiciary Council and petition for readmission to the Institute.

EXPENSES AND FEES

TUITION AND FEES

Pitt Technical Institute receives financial support from local, state, and federal sources, allowing each student an educational opportunity at minimum cost. Tuition fees are set by the State Board of Education and are subject to change without notice. Cost of textbooks, laboratory fees and supplies are additional expenses which vary according to the program of study. The payment of all fees is required at the time of registration. If a student cannot pay his fees during registration, he is required to make some arrangement with the Business Manager's Office before his registration is complete.

The tuition schedule is explained as follows:

TECHNICAL PROGRAM

13 quarter hours or more.....	\$32.00 per quarter
Less than 13 hours.....	\$ 2.50 per quarter hour
Activity Fee.....	\$ 4.00 per student each quarter (Only if 7 or more quarter hours are carried)

VOCATIONAL PROGRAM

13 quarter hours or more.....	\$32.00 per quarter
Less than 13 quarter hours.....	\$ 2.50 per quarter hour
Activity Fee.....	\$ 4.00 per student each quarter (Only if 7 or more quarter hours are carried)
Accident Insurance.....	\$ 3.00 per year
Graduation Fee.....	\$10.00

FEES FOR OUT-OF-STATE STUDENTS

Any student whose legal residence is outside of North Carolina or students who are under 21 years of age and who are boarding or living with relatives in the state but whose parents or guardians live outside the state, will pay tuition fees $2\frac{1}{2}$ times the in-state rate except where state or Federal law prohibits.

LATE REGISTRATION FEE

A late registration fee of \$5 will be charged to all students, without exception, who register after the regular registration dates on the school calendar.

REFUND POLICY

Tuition refund for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds ($\frac{2}{3}$) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be

considered for tuitions of Five Dollars (\$5.00) or less, unless a course or curriculum fails to materialize due to no fault of the student. *Exception:* Those students who are veterans or war orphans receiving benefits under U.S. Code, Title 38, Chapters 33 and 35 may be refunded the *pro rata* portion of the tuition fee not used at the time of withdrawal of such students.

There is no refund on such yearly payments as activity fee, insurance premium fee, graduation fee for cap, gown, and diploma once it is ordered, and special fees such as for late registration.

In all refund cases, the student must initiate his withdrawal through the Personnel Office. The Business Office will make the allowable refund only after written request is received from the Personnel Office.

ACADEMIC STANDING

To be in good academic standing a beginning student must have earned a grade point average of at least 1.00 by the end of the first quarter. A cumulative grade point average of 1.00 must be maintained thereafter.

A student failing to attain the required grade point average in any quarter will be placed on academic probation for the following quarter.

A student on probation whose work has improved to the point where he meets the required grade point average for the quarter in which he is enrolled will automatically be removed from probation.

A student who has been placed on probation and who does not earn the required grade point average in the next quarter may be required to withdraw from the program, and directed to another program.

A student who has been on probation twice non-consecutively may be withdrawn from the program and encouraged to enter a less demanding program if his grade point average again falls below grade point average required for that quarter.

If a student fails one of the courses in his major subject area he may be withdrawn from the program at the end of the quarter in which the failure occurred. Each student enrolled in the Institute is expected at all times to be aware of his academic status and to be responsible for knowing whether he has failed to meet the requirements as outlined above for continuing in his chosen curriculum.

Instructors, faculty advisors, and counselors in the Student Personnel Office are available for conferences, but it is the responsibility of the student to seek extra help if it is needed.

GRADE POINT AVERAGE (G.P.A.)

The Grade Point Average is determined by dividing the total number of quality points by the total number of credit hours of work attempted.

GRADUATION REQUIREMENTS

CERTIFICATE, DIPLOMA OR DEGREE

Upon the recommendation of the faculty and the approval of the Board of Trustees the appropriate certificate, diploma, or the Associate in Applied Science degree will be awarded to the student who has successfully completed the required curriculum in which he is enrolled. A maximum of 60 credit hours may be transferred from institutions outside the North Carolina Community College System. The fourth or sixth quarter must be completed at Pitt Technical Institute.

GRADING SYSTEM

The following is the grading system used by Pitt Technical Institute.

Letter	Numerical Equivalent	Quality Points per Quarter Hour
A	93-100	4
B	85-92	3
C	77-84	2
D	70-76	1
F	Below 70	0
WF	Withdrew Failing	
WP	Withdrew Passing	
AUD.	Audit	
S	Satisfactory	
U	Unsatisfactory	

The letter grade system is used for recording and reporting of grades.

EXPLANATION OF GRADES

I — Incomplete

The grade of Incomplete is given to any student who has not met the requirements of a given course. This grade can be removed if, at the discretion of the instructor, the work is completed satisfactorily before the end of the following quarter. Otherwise, it will automatically become an "F".

WP — Withdrew Passing

This grade is assigned to courses from which the student withdraws passing before the end of the seventh week of the quarter.

WF — Withdrew Failing

This grade is assigned to courses from which the student withdraws failing before the end of the seventh week of the quarter.

AUD. — Audit

Students taking courses as auditors are not required to take examinations or hand in written work, but may do so if they wish. No grade or credit toward a degree or diploma is given.

GRADE REPORTS

Mid-Term Reports

A mid-term report is mailed to the student's home at the end of the first six weeks of the quarter, if the student's work is failing at that point.

End of Quarter Reports

Grades for all courses taken during the quarter are mailed to the student's home as soon as possible after the end of the quarter.

REGISTRATION

The Institute year consists of four quarters. Students who are pursuing a curriculum must register at the beginning of each quarter as they progress toward their educational objectives. All students will register during the prescribed registration period for that quarter (refer to school calendar).

Continuing students have the opportunity to preschedule their courses before the beginning of a quarter. Students who take advantage of this opportunity are assigned a specific hour for registration.

LATE REGISTRATION

A student may register late for class(es) providing

1. The class is not cancelled or closed;
2. The student pays \$5.00 late registration fee in full at time of late registration;
3. The student was pre-advised or otherwise fully admissible to the courses for which he registers;
4. The student convinces his Advisor and the Registrar that it was impossible or would have involved extreme hardship for him to register at the appointed time.

AUDITING COURSES

Students who wish to audit courses must register for such courses. Auditors receive no credit but are encouraged to attend class, participate in discussions, and take examinations. Fees and tuition for auditors are the same as for regular institute students.

COURSE LOAD

A two-year technical student who carries a 12 quarter-hour load is considered a full-time student. The normal load is 15 to 18 hours.

Students who are employed for more than 15 hours per week should reduce their class load accordingly. The beginning student who has full-time employment is urged to limit his class load to 9 to 12 quarter hours until he has demonstrated his ability to carry a heavier schedule.

One-year vocational students will take the courses as prescribed in the curricula outlines.

ATTENDANCE

Students are expected to attend all class, laboratory and shop sessions. No grade will be issued for a course if, for whatever reason, a student has been absent for 25% of the total possible class sessions (hours) per course per quarter.

A student must satisfy his instructor that he should be permitted to remain in a course after he incurs any absence in excess of the following:

- A. Three (3) regular one hour class sessions.
- B. Two (2) shop or laboratory sessions which meet for two or more hours.
- C. Two (2) regular one hour class sessions, and one (1) shop or laboratory session which meets for two or more hours.

When a student is absent from a class and a laboratory or shop session which meet consecutively, each session missed will be counted as an absence making a total of two absences for that course.

Students have full responsibility for accounting to their instructors for absences. The instructor has final authority for deciding whether work missed can be made up.

Students are expected to report for class on time. Habitual tardiness may, at the discretion of the instructor, be considered in computing class attendance. A student may appeal an instructor's decision by arranging a conference with the Director of Student Personnel and the instructor involved.

CLASS SCHEDULE

Pitt Technical Institute offers classes between the hours of 8:00 a.m. and 10:00 p.m. five days per week, except on Friday all classes end at 5:00 p.m. The majority of the credit courses are offered between the hours of 8:00 a.m. and 5:00 p.m. When the demand justifies it, at least one section of each curriculum course is offered during the evening hours.

Non-credit courses for personal, occupational, and community improvement are offered during both day and evening hours.

It is possible with careful planning to complete most of the work required for a degree or diploma by attending evening classes.

WITHDRAWALS

Students desiring to withdraw from the Institute or from a specific course must officially withdraw through the Registrar's office.

Students failing to officially withdraw waive all re-entry privileges for one year.

A student who officially withdraws before the end of the seventh week of the quarter in which the course is normally completed will receive a grade of WP or WF depending upon whether the work is passing or failing at the time of withdrawal.

Students cannot officially withdraw from a course after the seventh week, except in emergency situations.

TRANSCRIPTS

Students may obtain two transcripts free of charge upon completion of a program or upon application for employment. Additional transcripts will be made at a cost of \$1.00 per copy.

CHANGES IN REGULATIONS

Pitt Technical Institute reserves the right to make changes in the regulations, courses, fees, and other matters of policy and procedure as and when deemed necessary.

TRANSFER CREDIT

Students seeking to transfer credit to Pitt Technical Institute must submit an official transcript of the course work completed at the other institutions.

A maximum of 60 credit hours may be transferred from institutions outside the North Carolina Community College System toward completing an Associate degree. The sixth quarter must be completed at Pitt Technical Institute.

The transcript(s) will be evaluated to determine courses that will meet the program outlined in the catalog.



STUDENT PERSONNEL SERVICES

COUNSELING SERVICES

The Student Personnel Services include counseling services provided by trained personnel. These services are available to every full-time curriculum student from pre-admission through graduation including transfer and placement. There is no cost for these services.

Every student is assigned a faculty advisor who serves to assist the student with specific course planning and registration.

Students may come to the counselor's office at any time when a personal problem arises which could affect his progress in school. Faculty members are asked to encourage students to use this service. Counseling services are available to evening students.

PLACEMENT SERVICE

Pitt Technical Institute provides a job placement service for all students who successfully complete their course of study. The Placement Office maintains a current file of prospective employers and provides these employers with personal data sheets on students meeting the job demands. Representatives from business and industry from a wide geographical area come to the campus each spring to interview prospective students.

HOUSING FACILITIES

The Institute does not provide housing facilities for students either on or off campus. The Institute will aid a student in securing suitable housing but has no responsibility other than as a go-between for student and landlord.

FOOD SERVICE

The Institute provides vending machines that dispense sandwiches, cakes, candies, soft drinks, and other sundries. No cafeteria is maintained on campus.

STUDENT ORIENTATION

All new students are required to participate in the orientation program. The purpose of the program is to acquaint the student with the administrative officers, faculty, and student leaders. The rules, policies, and privileges are discussed and individual conferences between the student and his major advisor are held to further orient the student.

STUDENT COUNCIL

The Student Council serves to promote interest in student affairs on and off campus. Recommendations from the Council may be made directly to the administration. Faculty advisors to the Student Council serve as intermediaries for the relaying to the administration other worthwhile student suggestions.

The Council is composed of elected representatives from each section of a curriculum.

Officers of the Council are elected by vote of the student body. The Council meets on a regularly scheduled date.

SOCIAL LIFE

A series of events is provided throughout the year for the social, cultural and educational enrichment of the students. Any student who pays the student activity fee is eligible to attend activities sponsored by the Institute.

INTRAMURAL SPORTS

The Institute provides its students an opportunity to participate in wholesome recreational activities.

INTERCOLLEGIATE ATHLETICS

Pitt Technical Institute participates in a limited program of inter-collegiate athletics. The Institute competes in a basketball league. Other sports may be organized as interest develops.

GUIDED TOURS

Many groups visit Pitt Technical Institute during the year for the purpose of inspecting the facilities and opportunities available in trade and technical education.

Groups are assembled in the lobby where they are greeted by the Student Personnel Director. Larger groups are divided into smaller groups and then they are taken on a guided tour of the Institute. All programs are explained to groups as the tour progresses. No department is excluded. In addition to seeing classes and shops, the groups are also taken into the library and the learning laboratory.

Generally a tour will last approximately 45 minutes.

STUDENT PUBLICATIONS

Pitt Technical Institute publishes the following periodicals:

- A. Institute Annual
- B. Student Handbook

The Institute anticipates the publishing of a newsletter for the 1969-70 term that will be issued monthly. A faculty advisor will be assigned to each student publication activity.

SELECTIVE SERVICE

Selective Service requires evidence of enrollment for all students registered with them within 30 days after school opens each year. *It is the student's responsibility to submit the Request Form through the Student Personnel Office so that his enrollment can be verified.* These forms are made available at registration and may be obtained at any time in the Student Personnel Office.

STUDENT HEALTH SERVICES AND INSURANCE

Pitt Technical Institute being a commuter institute where the student resides at home maintains no health facilities other than first aid equipment. The responsibility for medical services rests with the student and his parents or guardian.

The Institute has made arrangements with a local physician who will take emergency calls. Emergency facilities are also available at the Pitt Memorial Hospital in Greenville.

The entering student is required to complete a health questionnaire. This record becomes a part of the student's permanent record.

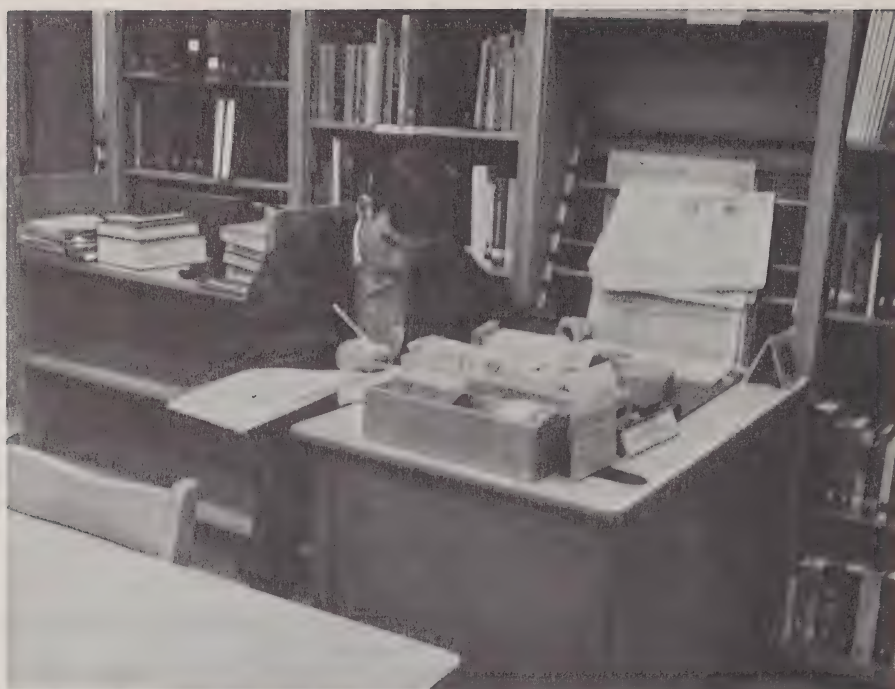
Student accident insurance is available at a cost of \$3.00 per year.

GRADUATION EXERCISES

Graduation exercises are held one time each year. The two-year technical students and the one-year trade students graduate in late May. A \$10.00 graduation fee is assessed each student who graduates.

CLASS RINGS, GRADUATION CAPS AND GOWNS, AND INVITATIONS

All orders for class rings, caps and gowns, and graduation invitations will be made through the Student Personnel Office. Notices will be posted relevant to dates for measurements. Students are urged to be prompt when making these orders.



FINANCIAL AID

THE NATIONAL DEFENSE STUDENT LOAN PROGRAM

PURPOSE: "To identify and educate more of the talent of our Nation" and "to insure trained manpower of sufficient quality and quantity to meet the National Defense needs of the United States."

ADMINISTRATION: Responsibility for administration of the loan funds rests with each institution, which selects student recipients, and arranges and collects the loans.

ELIGIBILITY: Borrower must be in need of the amount of his loan to pursue his course of study in the institution.

Borrower must be capable, in the institution's opinion, of maintaining good standing in his course.

Borrower must be enrolled, or accepted for enrollment, as a student in the institution.

Borrower must be carrying at least one-half the normal full-time academic workload as determined by the institution.

THE EDUCATIONAL OPPORTUNITY GRANT PROGRAM

PURPOSE: To make post-high school education available to high school graduates of exceptional financial need who, without the grants, would be unable to continue their education at all. Grants ranging from \$200 to \$800 are made to students for each of the two years of study.

ELIGIBILITY: Any student in extreme financial need who has been accepted for admission or who is already enrolled and in good standing.

ADMINISTRATION: The institution is responsible for selecting eligible students and taking care of any matters pertaining to the actual day-by-day operation of the program.

THE COLLEGE WORK—STUDY PROGRAM

PURPOSE: Designed to help prevent the waste of talent occurring when capable high school graduates cannot continue their education because they lack money. With few restrictions, students may be employed in almost any job which needs to be done and which the institution could not otherwise get done because of lack of funds.

Students may work as many as 15 hours per week while in school and up to 40 hours per week, during vacations, summers, or other periods when classes are not in session.

ADMINISTRATION: The institution is responsible for selecting the students to be employed under the program, defining the jobs, supervising the work, handling the payroll and handling actual day-by-day operations of the program.

ELIGIBILITY: Students must be enrolled or accepted for enrollment as a full-time student in the institution. Students must be in need of the earnings from part-time employment. Students must be capable of maintaining good standing in courses of study while being employed.

LAW ENFORCEMENT ASSISTANCE: GRANTS AND LOANS

Students in the Law Enforcement Technology curriculum may be eligible for either outright grants or loans to cover the cost of their training and other allied costs. Preference is given to students actually serving as Law Enforcement Officers. Loans are discounted at the rate of 25% a year for students who upon graduation become Law Officers.

SCHOLARSHIPS

Two scholarships of \$200 each are granted qualified students. These scholarships are provided by Prep-Shirt, Incorporated, a Greenville industry.

COLLEGE FOUNDATION, INC.

INSURED STUDENT LOAN PROGRAM

Applicants for Insured Student Loans must be legal residents of North Carolina enrolled full time or accepted for full-time enrollment in an eligible college, university, technical, or vocational school. Students may request loans up to \$1,500 per academic year. Students in good standing may reapply each year additional funds are needed, but may not borrow more than \$7,500 during their educational program.

Each loan is made directly to the student and is secured by a promissory note which must be signed, notarized, and returned to the Foundation prior to disbursement of funds. Loan checks are made payable jointly to the institution and the student and are sent to the Director of Student Aid at the beginning of the term. An insurance fee of $\frac{1}{2}$ of 1% per year is computed on each loan for the length of the loan period, and the fee is deducted from the loan check. Loans are insured against default, disability, and death by the N. C. State Education Assistance Authority.

The federal government pays interest of 7% per year on the principal balance during full-time enrollment, a nine-month grace period, and authorized extension periods on loans made to students from families with adjusted annual incomes less than \$15,000. The borrower pays the full 7% interest during the repayment period.

Repayment begins nine months after the borrower ceases to be a full-time student. The amount of the monthly payment and length of the repayment period are determined by the total amount borrowed; however, the repayment period may not exceed ten years. The borrower may accelerate repayment without penalty. Upon request, extension of repayment may be granted up to three years for service in the Armed Forces, Peace Corps, or VISTA.

Loan applications should be obtained from the Director of Student Aid at North Carolina institutions. Students attending institutions in other states may request applications directly from the Foundation by indicating the name and address of the school where the loan will be used. Applications must be completed by the student, sent to the Director of Student Aid and forwarded to the Foundation.

James E. & Mary Z. Bryan Foundation, Inc. Student Loan Plan

Residents of North Carolina enrolled full time in undergraduate programs may borrow up to \$1,500 per academic year. The interest rate is 1% during the in-school period, and 6% during the repayment period. Repayment begins four months after leaving school as a full-time student.

VETERANS ADMINISTRATION

The *Veterans Administration* offers educational assistance, up to 36 months, for sons and daughters of certain deceased or totally and permanently disabled veterans, generally between 18 and 23 years of age. An allowance of up to \$130 per month can be made to students under the program. For further information, see or write your nearest Veterans Administration office.

The *Veterans Benefits Law* provides financial assistance to any veteran who is eligible for benefits under the G.I. Bill. When a veteran enrolls in an approved course, he must pursue the exact curriculum listed in the school catalog; must provide the Veterans Administration with exact records of attendance; and must maintain satisfactory academic progress, attendance, and conduct for continuing eligibility for payments.

V.A. payments are based on contact hours per quarter.

Technical Programs

25 — Full Time

18 — $\frac{3}{4}$ Time

13 — $\frac{1}{2}$ Time

Vocational Programs

30 — Full Time

22 — $\frac{3}{4}$ Time

15 — $\frac{1}{2}$ Time

SOCIAL SECURITY BENEFITS FOR STUDENTS

Sons and daughters of retired, disabled, or deceased workers are eligible for social security benefits up to the age of twenty-two while they are in college, if they are unmarried, full-time students.

Payment of these benefits is not automatic. If a student is not yet eighteen and wants to continue receiving monthly benefits or if his benefits were stopped because he has reached the age of eighteen, he should notify the Social Security Administration. Students should contact their local Social Security representative for further information.

VOCATIONAL REHABILITATION

By Act of Congress, any physically handicapped student may be eligible for scholarship assistance under the provision of Public Law 565. Applications for this scholarship aid should be processed through the District Vocational Rehabilitation Office nearest the applicant. Inquiries may be directed to the Rehabilitation Office.

GENERAL STUDENT REGULATIONS

TRAFFIC REGULATIONS

Because most of the students commute to Pitt Technical Institute, it is necessary that the following traffic and parking regulations be enforced:

- (1) Speed limit on campus — 20 miles per hour.
- (2) Staff and Faculty — park in front of building in marked spaces.
- (3) Students — park in parking lots located on the north, south, and west ends of the building.

AUTOMOBILES

All automobiles operated on the campus by student and Institute personnel must be registered with the business office. Parking Permits are issued for each registered vehicle. The operators of automobiles on the campus are subject to specific parking and traffic regulations issued from time to time. The Institute reserves the right to withdraw the privilege of operating an automobile on the campus for failure to abide by the regulations.

STUDENT CONDUCT

It is expected that at all times the student will conduct himself as any responsible adult in a public place. Therefore, destruction of school property, such acts as stealing, cheating, gambling, use of profane language, engaging in personal combat, the possession of dangerous weapons, and the possession or use of alcoholic beverages or narcotics in or on school property cannot be tolerated. Any violation of the regulation concerning alcohol and/or narcotics may result in expulsion from the Institute.

DISMISSAL

A student may be dismissed from a class or from the Institute for conduct or personal habits which are not in the best interests of the student and of the institution.

Information on dismissal and re-instatement procedures may be obtained in the Student Personnel Office.

STUDENT DRESS

Students are expected to dress neatly and appropriately for all classes and other school functions. Students are urged to study the dress of professional workers in their area of study and dress in like manner while attending school. As the student will soon enter professional status, he should become accustomed to like dress while enrolled for a training period.

FIRE DRILLS

Fire drills will be held once each quarter. The fire alarm will consist of a series of three signals (rings) followed by a pause and a repetition of these signals. Students will exit at the end doors closest to their classroom and will proceed in an orderly manner to a safe distance from the building.

SPECIAL SERVICES

LIBRARY

The Institute maintains a library containing 7,784 bound volumes which is continually being increased under the direction of a trained librarian in consultation with faculty and administrative personnel. The library also receives 200 periodicals and 11 newspapers. The open shelf system is used; students are encouraged to browse and to use the library as a quiet place to study.

Students receive a course in the use of library materials as a part of orientation to the school.

BOOK STORE

The Book and Supply Store is operated by the Institute for the service of students and instructors. All textbooks, tools, instruments and other supplies required by students attending the institute are available and are sold through the book store below list price. Other distinctive school items usually found in a college bookstore are available. The store operates under the direction of the Business Manager and hours of operation are posted at the book store entrance.

FUNDAMENTALS LEARNING LABORATORY

In the "Learning Lab" students may prepare themselves for the high school equivalency examination, improve skills used in their job, gain educational improvement in subjects of their own choosing, or remedy academic deficiencies prior to entering one of the regular programs. There are more than forty-five courses available in programmed form. Students may attend at times convenient to them, and stay as long as they like. The Lab is normally open from 9:00 a.m. to 10:00 p.m. Monday through Thursday, and 9:00 a.m. to 5:00 p.m. on Friday. A coordinator is available in the Lab during these hours.

Interested persons 18 years of age or older may register in the Learning Lab at the Institute at any time the Lab is open. There is no charge.

TECHNICAL EDUCATION

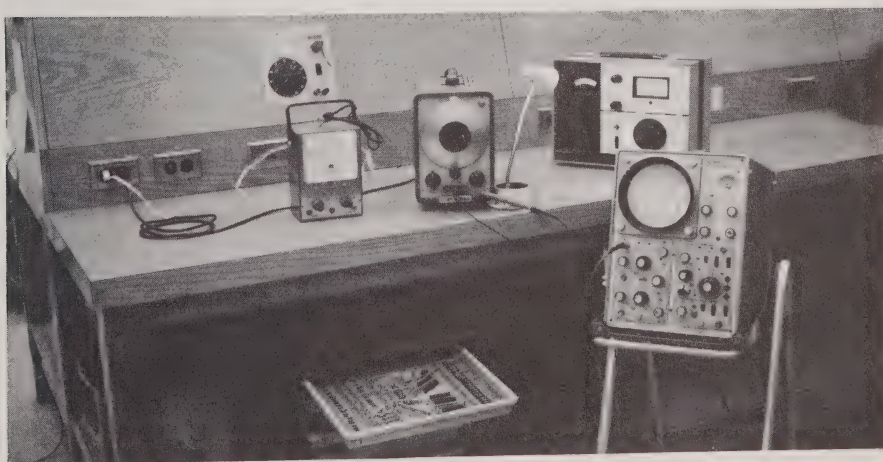
Technical Education has assumed new importance in the United States. Acute shortages of trained manpower have developed in many areas despite a surplus of persons who possess abilities, and would be interested in preparing themselves for technical occupations if appropriate educational opportunities were available.

Broadly defined, technical occupations are those which usually require a high degree of specialized knowledge, a broad understanding of operational procedures, and the ability to supervise the work of others. The Technical Program at Pitt Technical Institute is designed to prepare students for a number of basic positions in particular fields, rather than for a specific job.

Technical programs are not intended for transfer to a four year college or university. The ultimate objective is employment and further growth through occupational experience. Upon successful completion of a prescribed technical program, a student is awarded the Associate in Applied Science Degree.

Technical programs to be offered during the 1969-70 school year are as follows:

- Agriculture Business
- Agriculture Chemicals
- Architectural Drafting
- Electronic Data Processing — Business
- Electronics Technology
- Law Enforcement Technology
- Accounting
- Business Administration
- Executive Secretary
- Legal Secretary
- Medical Secretary
- Commercial Art and Advertising Design



AGRICULTURAL BUSINESS

INTRODUCTION

Purpose of Curriculum

Rapid technological changes in farming and related agricultural businesses have given rise to the need for more technically trained people. A variety of agricultural businesses and industries employ persons to assist in marketing, processing, and distributing of farm products and providing services to the farmer. Many responsible positions in agricultural businesses and industries require technical training not available in high schools or in four-year colleges.

Agricultural production is undergoing tremendous changes. The trends are to larger, highly mechanized and specialized farms with huge capital investments. This means that there will be an increasing demand for capable farm managers to coordinate the purchasing, production and marketing of these larger agricultural production operations.

Farm managers of the future must possess greater technical competence to remain in the highly competitive production phase of agriculture. They must be able to cope with present production problems and adapt to rapid technological changes.

It is anticipated that changes in agriculture and the general economic environment will occur at a faster rate in the future. Profitable management of agricultural operations will demand successful adjustment to these changes. Decisions involved in these adjustments will require an individual with more training, knowledge and ability.

The Agricultural Business Curriculum is designed to help students acquire knowledge, understandings, and abilities in the broad field of agricultural business, including agricultural production. It combines knowledge of agriculture with business training to prepare the graduate for many of the varied employment opportunities in agriculture.

Job Description

As agricultural business and industry firms expand in size and number they are experiencing rapid changes in technologies of production, sales, and management, in an increasingly competitive environment. Future employees of such firms must be prepared to understand these changes and adapt themselves accordingly. Successful completion of this curriculum should enable a person to assume responsibilities in an agricultural firm and should enable him to advance within such a business.

Upon graduation from this curriculum an individual should qualify for various jobs in agricultural business and industry such as salesman or store manager in farm supply stores; agricultural field serviceman; salesman, demonstrator or plant manager of feed and food companies; farm products inspector; salesman, or office managers of farm products marketing firms.

The trend towards larger farming operations with increased non-farm control of production means there will be greater employment opportunities for well-trained individuals who can efficiently and profitably supervise the production and marketing of agricultural products.

AGRICULTURAL BUSINESS TECHNOLOGY

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 101 Introduction to Business	5	0	5
T-MAT 110 Business Mathematics	5	0	5
T-AGR 125 Animal Science	5	2	6
	18	2	19
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-AGR 185 Soil Science and Fertilizers	5	2	6
T-BUS 120 Accounting	5	2	6
T-AGR 104 Introduction to Agricultural Economics	3	2	4
	16	6	19
THIRD QUARTER			
T-ENG 204 Oral Communications	3	0	3
T-BUS 110 Office Machines	2	2	3
T-BUS 121 Accounting	5	2	6
T-AGR 170 Plant Science	5	2	6
	15	6	18
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 232 Sales Development	3	0	3
T-AGR 205 Agricultural Marketing	5	2	6
Elective*	3	2	4
T-AGR 228 Animal Diseases and Parasites	3	2	4
	17	6	20
FIFTH QUARTER			
T-AGR 204 Farm Business Management	5	2	6
T-AGR 201 Agricultural Chemicals	5	2	6
Social Science Elective	3	0	3
Elective*	2	3	3
	15	7	18
SIXTH QUARTER			
T-BUS 123 Business Finance	3	0	3
T-AGR 218 Agricultural Mechanization	3	2	4
Social Science Elective	3	0	3
Elective*	3	2	4
	12	4	14
Total Hours in Course	91		
Electives	17		
Total	108		

AGRICULTURAL CHEMICALS

INTRODUCTION

Purpose of Curriculum

The agricultural chemicals industry is one of the most rapidly expanding industries in the United States, if not the world. The utilization of chemicals in agriculture continues at an unprecedented rate. Research in both the fields of chemistry and agriculture almost daily results in new innovations, technologies, and products. The curriculum in Agricultural Chemicals Technology will prepare students for entry into this field, which involves the development, testing, production, sales and application of pesticides and fertilizers. The industry supplies thousands of sprays, dusts and granules to the agricultural producer to control a variety of pests. Huge quantities of fertilizers are provided to supply needed nutrients for crop and livestock production to achieve maximum profit at minimum cost in the most efficient manner known to science today.

The challenge to avert the dreaded consequences of poor nutrition, diseases, insect damage, weed infested crops and unfavorable environmental conditions common to the production of plants and animals is one which the chemist shares with many others. Joint accomplishments of the chemist and the agricultural technologist are self-evident in the emerging products procedures and processes which encompass the entire field of agriculture today. Each of these developments have created vast needs for persons qualified at the technical level who are able to translate these technologies into practical applications.

The Agricultural Chemicals Technology curriculum is designed to help the student acquire knowledge, understandings and abilities in the specific field of agricultural chemicals with immediate application of these fundamentals to agricultural production and the service and supply industries which support farming in general. Specific objectives of this curriculum are to develop the following student competencies:

1. Understanding the basic agricultural sciences such as crop production and pest control in their application and relation to farming.
2. Understanding applied chemistry in action within the agricultural chemicals industry.
3. Understanding business organization, procedures and management of firms producing, marketing, and applying agricultural chemicals.
4. Understanding the formulation and use of farm chemicals and their relation to profitable agricultural production, including safety procedures.

A broad base of general technical courses is combined with selected courses in weed control, entomology, pathology, and chemistry to give balance over a broad agricultural area that emphasizes particular chemical skills.

Job Description

Each phase of the agricultural chemicals industry offers employment opportunities for technically trained individuals in sales, research, pro-

duction, manufacturing, management and custom farm application. Equally, the curriculum is adapted to provide a sound base for graduates who desire self-employment in full-time farming upon successful completion of this program. Positions are available in the larger regional companies as well as the smaller local farm supply businesses. These positions offer challenging responsibilities as fertilizer or pesticide sales representatives, equipment salesmen or servicemen, research technicians, product formulators, store managers, custom applicators, regulatory inspectors, plant operators and quality control technicians. New chemicals and new uses for existing agricultural chemicals are developing rapidly, creating challenging and well-paying jobs. The future of the agricultural chemicals field is unlimited.

AGRICULTURAL CHEMICALS

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 101 Introduction to Business	5	0	5
T-MAT 110 Business Mathematics	5	0	5
T-AGR 125 Animal Science	5	2	6
	<hr/> 18	<hr/> 2	<hr/> 19
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-CHM 101 Chemistry (Refresher)	4	2	5
T-AGR 104 Introduction to Agricultural Economics	3	2	4
T-AGR 185 Soil Science and Fertilizers	5	2	6
T-AGR 100 Agricultural Chemicals Seminar	1	0	1
	<hr/> 16	<hr/> 6	<hr/> 19
THIRD QUARTER			
T-ENG 204 Oral Communication	3	0	3
T-AGR 145 Entomology	2	2	3
T-CHM 105 Chemistry (Inorganic)	4	2	5
T-AGR 170 Plant Science	5	2	6
	<hr/> 14	<hr/> 6	<hr/> 17
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-CHM 106 Chemistry (Organic)	4	2	5
T-AGR 228 Livestock Diseases and Parasites	3	2	4
T-AGR 278 Weed Identification and Control	3	0	3
T-BUS 232 Sales Development	3	0	3
	<hr/> 16	<hr/> 4	<hr/> 18
FIFTH QUARTER			
T-AGR 187 Fertilizers and Lime	3	2	4
T-AGR 204 Farm Business Management	5	2	6
T-CHM 107 Agricultural Chemistry	4	2	5
Social Science Elective	3	0	3
Elective (Agricultural)	0	0	3
	<hr/> 15	<hr/> 6	<hr/> 21

<i>Course Title</i>		C	L	CH
SIXTH QUARTER				
T-AGR 245	Crop Insects	3	2	4
T-AGR 203	Pesticide and Fertilizer Application	2	2	3
T-AGR 247	Garden, Fruit, and Household Pests	3	2	4
	Social Science Elective	3	0	3
T-AGR 165	Plant Pathology	3	2	4
		<hr/>	<hr/>	<hr/>
Total Quarter Hours in Courses		14	8	18
Electives				9
		<hr/>		<hr/>
Total		112		

ARCHITECTURAL DRAFTING TECHNOLOGY

INTRODUCTION

Purpose of Curriculum

This curriculum was designed in cooperation with the North Carolina Chapter of the American Institute of Architects. Its explicit purpose is to train architectural draftsmen for the architect's office and the building industry. Through a survey made of AIA member firms in North Carolina, it was determined that a large number of architectural draftsmen is needed to fill existing vacancies. Projections show that this existing need will more than double in the next two years.

This program is designed to provide the individual with knowledge and skills that will lead to employment in the field of architectural drafting and related areas in the construction industry and afford opportunity for rapid advancement in technical knowledge and proficiency. Technical courses are included which will enable the graduate to advance into related areas of work as job experience is obtained. This program represents the education requirements as established by the Architectural Drafting Advisory Committee, which was a panel formed by members of the AIA, consultants, and curriculum lab specialist. The statement of goals and expectations of this committee are as follows:

GOAL: To conduct a training course which would prepare a person with a high school background to develop, by further study and experience, the ability necessary to communicate the architect's designs to the builder.

We anticipate that graduates of the proposed curriculum would be prepared to enter an architect's office as "technicians" with the ability to turn the architect's designs into working drawings for the building industry. Graduates should be competent draftsmen well informed on the building industry in general, the operation of architects' offices, and should have a knowledge of materials and techniques of construction. Their training should include an appreciation of the mechanical, electrical, and structural aspects of buildings. Basic training in oral and written communication will give graduates a background for developing their potential in broader aspects of architectural practice, such as specification writing and supervision of construction.

We do not expect or desire that graduates be designers or artists but competent "technicians" filling an important position in the field of architectural practice. We recognize that all graduates will not work for architects. The curriculum is broad enough to enable graduates to work in related fields of construction. Their advancement to position of responsibility would be dependent only on their own aspirations and willingness to study and work. Their education would just begin with this curriculum.

Job Description

Architectural drafting technicians are concerned with turning the architect's design sketches into complete and accurate working plans and detail drawings for construction purposes. He may prepare floor plans,

elevation drawings, construction details, mechanical equipment layouts; door, window and room schedules, and site plans. The drafting technician may be involved in work in areas such as engineering, building construction, specification writing, construction models, or architectural rendering. The opportunity for employment is phenomenal.

ARCHITECTURAL DRAFTING

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-MAT 101 Technical Mathematics*	5	0	5
T-PHY 101 Technical Physics	3	2	4
T-ARC 106 Architectural Drafting	2	6*	4
T-CIV 105 Architectural Materials & Methods	3	3	4
	16	11	20
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-MAT 102 Technical Mathematics	5	0	5
T-PHY 102 Technical Physics	3	2	4
T-ARC 107 Architectural Drafting	2	6	4
T-AHR 106 Architectural Mechanical Equipment	3	3	4
	16	11	20
THIRD QUARTER			
T-ENG 204 Oral Communication	3	0	3
T-MAT 103 Technical Mathematics	5	0	5
T-PHY 103 Technical Physics	3	2	4
T-ARC 108 Architectural Drafting	0	9	3
T-CIV 114 Statics	5	0	5
	16	11	20
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-CIV 216 Strength of Materials	3	2	4
T-ARC 220 Architectural Drafting	2	9	5
T-CIV 101 Surveying	2	6	4
	10	17	16
FIFTH QUARTER			
Social Science Elective	3	0	3
T-ARC 221 Architectural Drafting	2	9	5
T-ARC 233 Office Practice Seminar	2	0	2
T-DFT 235 Codes, Specifications, and Contract Documents	3	3	4
Elective (Min.)			3
	10	12	17
SIXTH QUARTER			
Social Science Elective	3	0	3
T-ARC 222 Architectural Drafting	2	9	5
T-DFT 236 Construction Estimating and Field Inspecting	3	3	4
Elective (Min.)			3
	8	12	15
Total Quarter Hours in Courses	102		
Electives (Min.)	6		
Total	108		

*Applicants whose test scores are sub-standard will be required to take Pre-Tech Math 001.

**"Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

COMMERCIAL ART & ADVERTISING DESIGN

INTRODUCTION

Purpose of Curriculum

Surveys have shown an increase in the demand for graduates possessing training in the field of Commercial Art and Advertising Design. This curriculum will prepare a graduate with a sound, well-rounded background for technical and creative achievement throughout his professional life. Design and illustration for commerce is continually advancing its standards, therefore, the background offered the student must be well-developed to prepare him for performance on a contemporary professional level. Graduates of this program will have an adequate background in illustration, layout and lettering, design, and production enabling them to be employed in some facet of Commercial Artistry.

Equipped with professional competence and the potential for continuing growth and improvement, graduates are qualified for employment in advertising agencies, design studios, department stores, industrial advertising departments, government agencies, newspapers, television studios, printing and publishing houses.

Job Description

The graduate may be employed by advertising agencies, design studios, department stores, newspapers, television studios, or printing and publishing houses. His activities may include designing layouts and illustrations for printing; creating posters, sign boards, billboards, and show cards; or illustrating package designs. Such a career affords the individual an opportunity for creativity and continuing professional growth and improvement.

COMMERCIAL ART AND ADVERTISING DESIGN

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-DFT 101 Technical Drafting	0	6*	2
T-CAT 101 Advertising Principles	3	0	3
T-CAT 105 Life Study	2	3*	3
T-CAT 121 Commercial Art & Advertising Design	3	9*	6
	11	18	17
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-DFT 102 Technical Drafting	0	6*	2
T-MAT 110 Business Mathematics	5	0	5
T-CAT 106 Life Study	0	6*	2
T-CAT 122 Commercial Art & Advertising Design	3	9*	6
	11	21	18
THIRD QUARTER			
T-ENG 103 Report Writing	3	0	3
T-CAT 110 Industrial Illustration	2	6*	4
T-CAT 116 Photography	2	6*	4
T-CAT 123 Commercial Art & Advertising Design	3	9*	6
	10	21	17

<i>Course Title</i>		C	L	CH
FOURTH QUARTER				
T-ENG 204	Oral Communications	3	0	3
T-CAT 205	Advertising Copywriting	3	0	3
T-CAT 212	Advertising Illustration	1	3*	2
T-CAT 224	Commercial Art & Advertising Design	3	9*	6
	Elective			3
		10	12	17
FIFTH QUARTER				
	Social Science Elective	3	0	3
T-CAT 213	Advertising Illustration	1	3*	2
T-CAT 217	Photography	2	6*	4
T-CAT 225	Commercial Art & Advertising Design	3	9*	6
	Elective			4
		9	18	19
SIXTH QUARTER				
	Social Science Elective	3	0	3
T-CAT 214	Advertising Illustration	1	3*	2
T-CAT 226	Commercial Art & Advertising Design	3	9*	6
T-CAT 235	Advertising Art Direction	5	0	5
	Elective			3
		12	12	19
Total Quarter Hours in Courses		96		
Electives (Min.)		12		
Total		108		

*Manipulative lab

ELECTRONIC DATA PROCESSING — BUSINESS

INTRODUCTION

Purpose of Curriculum

The processing of data by electronic equipment has created vast changes in business and industry. Nowhere are these changes more apparent than in the occupations associated with the handling of business information. Much of the routine and time-consuming work of obtaining, compiling and reporting the information necessary for a business to operate can now be adapted to machine processing.

This curriculum is designed to give the student (1) an understanding of the principles of business operation, (2) experience with techniques and handling business data, and (3) functional competence in the application of data processing systems, and experience in computer programming of business records and accounts, inventory, sales, and income and expenditures essential to business and to management decisions.

Emphasis is upon business data processing and use of machines in solving business problems.

Job Description

The business data processing specialist applies currently available programming techniques to a defined problem with minimum supervision. He analyzes and defines systems requirements to develop a program for electronic data processing; conducts detailed analyses of systems requirements, and develops all levels of block diagrams and logical flow charts. Translates program details into coded instructions; establishes test data; tests, refines, and revises program and documents the procedures. Ascertains if other combinations of instructions would achieve greater flexibility, better machine utilization, or more dependable results.

ELECTRONIC DATA PROCESSING — BUSINESS

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>CH</i>
FIRST QUARTER			
T-EDP Introduction to Computer Concepts	3	0	3
T-EDP Compiler Language I (FORTRAN)	2	2	3
T-EDP Functional Wiring Principles	2	2	3
T-MAT 110 Business Mathematics	5	0	5
T-ENG 101 Grammar	3	0	3
	15	4	17
SECOND QUARTER			
T-EDP Assembly Language	2	4	4
T-BUS 120 Accounting (Principles I)	5	2	6
T-BUS 101 Introduction to Business	5	0	5
T-ENG 102 Composition	3	0	3
	15	6	18
THIRD QUARTER			
T-EDP Compiler Language II (COBOL)	2	4	4
T-BUS 121 Accounting (Principles II)	5	2	6
T-ENG 206 Business Communications	3	0	3
T-BUS 235 Business Management	3	0	3
T-PSY 206 Applied Psychology	2	0	2
	15	6	18

<i>Course Title</i>	C	L	CH
FOURTH QUARTER			
T-EDP Data Processing Applications I	2	4	4
T-EDP Computer Systems I	2	2	3
T-MAT 214 Business Statistics	5	0	5
T-ENG 204 Oral Communications	3	0	3
T-ECO 102 Economics	3	0	3
	<hr/> 15	<hr/> 6	<hr/> 18
FIFTH QUARTER			
T-EDP Data Processing Applications II	2	4	4
T-EDP Computer Systems II	2	2	3
T-BUS 225 Cost Accounting	3	2	4
T-ECO 104 Economics	3	0	3
T-BUS 115 Business Law	3	0	3
	<hr/> 13	<hr/> 8	<hr/> 17
SIXTH QUARTER			
T-EDP Data Processing Project	1	8	5
T-EDP Computer Language Survey (PL/I and RPG)	2	2	3
T-EDP Systems and Procedures	3	0	3
T-BUS 116 Business	3	0	3
Elective	3	0	3
	<hr/> 12	<hr/> 10	<hr/> 17
Total Quarter Hours in Course	105		

ELECTRONICS TECHNOLOGY

INTRODUCTION

Purpose of Curriculum

The field of electronics has developed at a rapid pace since the turn of the century. For many years the major concern of electronics was in the area of communications. Developments during World War II and in the period since have revolutionized production techniques. New industries have been established to supplement the need and demand for electronics equipment.

Many opportunities exist for men and women with a technical education in electronics. This curriculum provides a basic background in electronic related theory with practical applications of electronics for business and industry. Courses are designed to develop competent electronics technicians who may take their place as an assistant to an engineer, or as a liaison between the engineer and the skilled craftsman.

Job Description

The electronics technician may start in one or more of the following areas: research, design, development, production, maintenance or sales. He may be an assistant to an engineer, an engineering aide, laboratory technician, supervisor or equipment specialist. His training is similar to that of an engineer, but in less depth and more practical in application. He can function as a liaison between an engineer and the skilled craftsman.

ELECTRONICS TECHNOLOGY

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
T-ENG 101 Grammar	3	0	3
T-MAT 101 Technical Mathematics*	5	0	5
T-PHY 101 Physics: Properties of Matter	3	2	4
T-DFT 101 Technical Drafting	0	6	2
Introduction to ELN 010	3	3	0
	<hr/> 14	<hr/> 11	<hr/> 14
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-MAT 102 Technical Mathematics	5	0	5
T-PHY 102 Physics: Work, Energy, Power	3	2	4
T-DFT 102 Technical Drafting	0	6	2
T-ELC 101 Fundamentals of Electricity	4	4	6
	<hr/> 15	<hr/> 12	<hr/> 20
THIRD QUARTER			
T-ENG 204 Oral Communication	3	0	3
T-MAT 103 Technical Mathematics	5	0	5
T-ELN 101 Electronic Instruments and Measurements	1	4	3
T-ELC 102 Fundamentals of Electronics	5	4	7
T-PHY 104 Physics: Light and Sound			
	<hr/> 14	<hr/> 8	<hr/> 18

*If all math prerequisites are met
otherwise Math 010 will be offered.

<i>Course Title</i>	C	L	CH
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-MAT 201 Technical Mathematics	5	0	5
T-ELN 105 Control Devices	5	4	7
T-ELC 210 Rotating Devices	2	2	3
T-PSY 112 Personality Development	3	0	3
	<u>18</u>	<u>6</u>	<u>21</u>
FIFTH QUARTER			
T-ELN 205 Application of Vacuum Tubes and Trans.	5	4	7
T-ELN 214 Wave Shaping and Pulse Circuits	2	3	3
T-ELN 235 Instrumentation	4	3	5
	<u>11</u>	<u>10</u>	<u>15</u>
SIXTH QUARTER			
T-PSY 206 Applied Psychology	3	0	3
T-ELN 215 Wave Shaping and Pulse Circuits	2	3	3
T-ELN 220 Electronic Systems	5	4	7
T-ELN 210 Semiconductor Circuit Analysis	5	3	6
	<u>15</u>	<u>10</u>	<u>19</u>
Total Quarter Hours in Courses	107		
Total	<u>107</u>		

LAW ENFORCEMENT TECHNOLOGY

INTRODUCTION

Purpose of Curriculum

Law enforcement techniques have evolved from rather simple jobs, requiring simple qualifications, to more complex activities requiring a large capacity for highly specialized knowledge.

Traditional policies and entrance requirements, coupled with education and training standards have led to a shortage of trained law enforcement technicians and administrators.

Today, as police agencies move toward a professional status, education institutions are becoming the training centers for tomorrow's policemen. The North Carolina Department of Community Colleges' Law Enforcement Training program is dedicated to the purpose of developing proficiency in leadership in these people. Its development is based on present and future educational and training needs rather than those of the past.

The program is designed to provide occupational training for the individual who has a definite interest in and adaptability to a law enforcement career. It offers practical, technical and general instruction to meet the requirements of various law enforcement agencies and provides the student with the skills, knowledges, and attitudes necessary for employment at the operational level and development for management roles.

There is an increasing demand for properly trained law enforcement officers in industry, municipal, county, state and federal agencies; and there is every reason to believe that the highly trained law enforcement officer will find challenging opportunities with public and private law enforcement services.

Job Description

Law enforcement is that important division of government which is assigned the power and responsibility to maintain order and enforce law. Its basic functions may be classified as prevention of crime, suppression of criminal activity, apprehension of offenders, preservation of the peace, regulation of noncriminal conduct, and the protection of life and property.

To the original and primary police functions of preserving the peace and maintaining law and order, the ever widening scope of government activity has added a host of other duties to the various law enforcement agencies, ranging from the regulation of traffic and the suppression of vice to the enforcement of minor laws and ordinances that regulate the minutiae of business and private life in a modern society.

LAW ENFORCEMENT TECHNOLOGY SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-MAT 110 Business Mathematics	5	0	5
T-PSC 101 Introduction to Law Enforcement	5	0	5
T-PSY 102 General Psychology	5	0	5
	18	0	18

<i>Course Title</i>	C	L	CH
SECOND QUARTER			
T-SOC 102 Principles of Sociology	3	0	3
T-POL 102 Government—National	5	0	5
T-ENG 102 Composition	3	0	3
T-BUS 115 Business Law I	3	0	3
T-PSC 213 Police Techniques	2	2	3
	<hr/> 16	<hr/> 2	<hr/> 17
THIRD QUARTER			
T-PSC 110 Police Role in Crime and Delinquency	5	0	5
T-PSC 220 Police Organization and Administration	5	0	5
T-BUS 116 Business Law II	3	0	3
T-POL 103 Government—State and Local	3	0	3
T-ENG 204 Oral Communications	3	0	3
	<hr/> 19	<hr/> 0	<hr/> 19
FOURTH QUARTER			
T-PSC 115A Criminal Law	3	0	3
T-ENG 103 Report Writing	3	0	3
T-PSC 201 Traffic Planning and Management	4	2	5
T-CHM 101 Chemistry	4	2	5
T-HEA 110 First Aid	2	2	3
	<hr/> 16	<hr/> 6	<hr/> 19
FIFTH QUARTER			
T-PSC 211 Introduction to Criminalistics	4	2	5
T-PSY 103 Adolescent Psychology	3	0	3
T-PSC 115B Criminal Law	3	0	3
T-PHO 104 Police Science Photography	2	2	3
Elective	3	0	3
	<hr/> 15	<hr/> 4	<hr/> 17
SIXTH QUARTER			
T-PSC 210 Criminal Investigation	4	2	5
T-PSC 205 Criminal Evidence	5	0	5
T-PSC 240 Firearms and Defensive Tactics	4	3	5
T-PSC 235 Introduction to Forensic Science	2	2	3
	<hr/> 15	<hr/> 7	<hr/> 18
Total Quarter Hours in Courses	108		

ACCOUNTING

INTRODUCTION

Purpose of Curriculum

Accounting is one of the fastest growing employment fields in America today, and the job outlook for good accountants seems bright for many years to come. These opportunities are the result of the tremendous business and industrial expansion in all parts of the country. Because of this emphasis, there is a growing need for trained people in the area of accounting to help managers keep track of a firm's operation. The Accounting Curriculum is designed to fill this need by offering students the necessary accounting theories and skills for entry into the accounting profession.

The specific objectives of the Accounting Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding of the fundamentals of accounting and analysis of financial statements.
3. Understanding and skill in effective communications for business.

Job Description

The duties and responsibilities of an accountant vary somewhat in different firms. Some of the things an accountant might do are: record transactions, render periodic reports, maintain cost records, make special reports, complete tax returns, audit the books, and advise management in areas of financial affairs.

The graduate of the Accounting Curriculum may qualify for various jobs in business and industry leading to any of the following accounting positions: accounting clerk, payroll clerk, accounting machine operator, auditor, and cost accountant. This training plus further experience should prepare the graduate to perform as office manager, accounting supervisor, and to fill other responsible positions in a business firm.

ACCOUNTING

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 101 Introduction to Business	5	0	5
T-BUS 102 Typewriting (or Elective)	2	3	3
T-ECO 102 Economics	3	0	3
T-MAT 110 Business Mathematics	5	0	5
	<hr/> 18	<hr/> 3	<hr/> 19
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-ECO 104 Economics	3	0	3
T-BUS 115 Business Law	3	0	3
T-BUS 120 Accounting	5	2	6
T-BUS 123 Business Finance	3	0	3
	<hr/> 17	<hr/> 2	<hr/> 18

<i>Course Title</i>	C	L	CH
THIRD QUARTER			
T-BUS 124 Business Finance	3	0	3
T-BUS 110 Office Machines	2	2	3
T-BUS 116 Business Law	3	0	3
T-BUS 121 Accounting	5	2	6
T-ENG 204 Oral Communication	3	0	3
	<hr/> 16	<hr/> 4	<hr/> 18
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
*T-EDP 104 Introduction to Data Processing	3	2	4
T-BUS 222 Accounting	5	2	6
T-BUS 211 Office Machines	2	2	3
Business Elective	3	0	3
or EDP Introduction to Data Processing	3	0	3
	<hr/> 16	<hr/> 6	<hr/> 19
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
T-BUS 223 Accounting	5	2	6
T-BUS 225 Cost Accounting	3	2	4
T-BUS 235 Business Management	3	0	3
Soc. Sc. Elective	3	0	3
	<hr/> 17	<hr/> 4	<hr/> 19
SIXTH QUARTER			
T-BUS 229 Taxes	3	2	4
T-BUS 269 Auditing	3	2	4
Social Science Elective	3	0	3
	<hr/> 9	<hr/> 4	<hr/> 11
Total Quarter Hours in Courses	104		

BUSINESS ADMINISTRATION

INTRODUCTION

Purpose of Curriculum

In North Carolina the opportunities in business are increasing. With the increasing population and industrial development in this State, business has become more competitive and automated. Better opportunities in business will be filled by students with specialized education beyond the high school level. The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in many phases of administrative work that might be encountered in the average business.

The specific objectives of the Business Administration Curriculum are to develop the following competencies:

1. Understanding of the principles of organization and management in business operations.
2. Understanding our economy through study and analysis of the role of production and marketing.
3. Knowledge in specific elements of accounting, finance, and business law.
4. Understanding and skill in effective communication for business.
5. Knowledge of human relations as they apply to successful business operations in a rapidly expanding economy.

Job Description

The graduate of the Business Administration Curriculum may enter a variety of career opportunities from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate vary in different firms. These encompassments might include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising personnel.

BUSINESS ADMINISTRATION

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 101 Grammar ✓	3	0	3
T-BUS 101 Introduction to Business ✓	5	0	5
T-BUS 102 Typewriting (or elective) ✓	2	3	3
T-ECO 102 Economics ✓	3	0	3
T-MAT 110 Business Mathematics ✓	5	0	5
	<hr/> 18	<hr/> 3	<hr/> 19
SECOND QUARTER			
T-ENG 102 Composition ✓	3	0	3
T-ECO 104 Economics ✓	3	0	3
T-BUS 115 Business Law ✓	3	0	3
T-BUS 120 Accounting ✓	5	2	6
T-BUS 123 Business Finance ✓	3	0	3
	<hr/> 17	<hr/> 2	<hr/> 18

<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>CH</i>
THIRD QUARTER			
T-BUS 110 Office Machines ✓	2	2	3
T-BUS 116 Business Law ✓	3	0	3
T-BUS 121 Accounting ✓	5	2	6
T-ENG 204 Oral Communications	3	0	3
T-BUS 124 Business Finance ✓	3	0	3
	<hr/> 16	<hr/> 4	<hr/> 18
FOURTH QUARTER			
T-BUS 211 Office Machines	2	2	3
T-ENG 103 Report Writing	3	0	3
*T-EDP 104 Introduction to Data Processing	3	2	4
T-BUS 239 Marketing	5	0	5
T-BUS 232 Sales Development	3	0	3
*or T-EDP Introduction to Data Processing	3	0	3
	<hr/> 16	<hr/> 4	<hr/> 18
FIFTH QUARTER			
Social Science Elective	3	0	3
Elective	3	0	3
T-ENG 206 Business Communication	3	0	3
T-BUS 235 Business Management	3	0	3
T-BUS 243 Advertising	3	2	4
	<hr/> 15	<hr/> 2	<hr/> 16
SIXTH QUARTER			
T-BUS 229 Taxes	3	2	4
T-BUS 271 Office Management	3	0	3
T-BUS 272 Principles of Supervision	3	0	3
Social Science Elective	3	0	3
Business Elective	6	0	6
	<hr/> 18	<hr/> 2	<hr/> 19
Total Quarter Hours in Courses	108		

SECRETARIAL-EXECUTIVE

INTRODUCTION

Purpose of Curriculum

The demand for better qualified secretaries in our ever-expanding business world is becoming more acute. The purpose of this curriculum is to outline a training program that will provide training in the accepted procedures required by the business world and to enable persons to become proficient soon after accepting employment in the business office.

The Executive Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the business world. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Description

The graduate of the Executive Secretary Curriculum should have a knowledge of business terminology, skill in dictation and accurate transcription of business letters and reports. The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, or reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and being an assistant to an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

SECRETARIAL-EXECUTIVE

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
T-ENG 102 Grammar	3	0	3
T-BUS 102 Typewriting (or Elective)	2	3*	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (or Elective)	3	2	4
	<hr/> 18	<hr/> 5	<hr/> 20
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting	2	3*	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	<hr/> 16	<hr/> 7	<hr/> 19
THIRD QUARTER			
T-ENG 204 Oral Communication	3	0	3
T-BUS 104 Typewriting	2	3*	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	2	3
T-BUS 187 Introduction to Transcription	3	0	3
	<hr/> 13	<hr/> 7	<hr/> 16

<i>Course Title</i>	C	L	CH
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 206 Dictation and Transcription	3	2	4
T-BUS 205 Advanced Typewriting	2	3*	3
T-BUS 211 Office Machines	2	2	3
*T-EDP 104 Introduction to Data Processing	3	2	4
or T-EDP Introduction to Data Processing	3	0	3
	<hr/> 13	<hr/> 9	<hr/> 17
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
T-BUS 207 Dictation and Transcription	3	2	4
T-BUS 214 Secretarial Procedures	3	2	4
T-BUS 112 Filing	3	0	3
Elective	3	0	3
Social Science Elective	3	0	3
	<hr/> 18	<hr/> 4	<hr/> 20
SIXTH QUARTER			
Social Science Elective	3	0	3
T-BUS 208 Dictation and Transcription	3	2	4
T-BUS 271 Office Management	3	0	3
T-BUS 215 Office Application	6	0	6
	<hr/> 15	<hr/> 2	<hr/> 16
Total Quarter Hours in Courses	99		
Electives (Min.)	<hr/> 9		
	108		

*"Manipulative laboratory" involves development of skills and job proficiency. Credit of one quarter hour for each three hours of laboratory.

SECRETARIAL-LEGAL

INTRODUCTION

Purpose of Curriculum

The demand for better qualified legal secretaries in our ever-expanding legal profession is becoming more acute. The purpose of the Legal Secretary Curriculum is to outline a training program that will provide specialized training in the accepted procedures required by the legal profession, and to enable persons to become proficient soon after accepting employment in the legal office.

The curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the legal profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Description

The graduate of the Legal Secretary Curriculum should have a knowledge of legal terminology, skill in dictation and accurate transcription of legal records, reports, letters, and documents. The duties of a legal secretary may consist of taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. Opportunities for employment of the graduate exist in a variety of secretarial positions in the legal profession such as lawyers' offices and state and government offices.

SECRETARIAL-LEGAL

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>CH</i>
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (or Elective)	2	3*	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand (or Elective)	3	2	4
	<hr/> 18	<hr/> 5	<hr/> 20
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting	2	3*	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	<hr/> 16	<hr/> 7	<hr/> 19
THIRD QUARTER			
T-ENG 204 Oral Communication	3	0	3
T-BUS 104 Typewriting	2	3*	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	2	3
T-BUS 183L Terminology and Vocabulary (Legal)	3	0	3
T-BUS 187 Introduction to Transcription	3	0	3
	<hr/> 16	<hr/> 7	<hr/> 19

<i>Course Title</i>	C	L	CH
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 206 Dictation and Transcription	3	2	4
T-BUS 205 Advanced Typewriting	2	3*	3
T-BUS 211 Office Machines	2	2	3
*T-EDP 104 Introduction to Data Processing	3	2	4
or T-EDP Introduction to Data Processing	3	0	3
	<hr/> 13	<hr/> 9	<hr/> 17
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
T-BUS 207 Dictation and Transcription	3	2	4
T-BUS 214 Secretarial Procedures	3	2	4
Social Science Elective	3	0	3
T-BUS 112 Filing	3	0	3
	<hr/> 15	<hr/> 4	<hr/> 17
SIXTH QUARTER			
Social Science Elective	3	0	3
T-BUS 208L Dictation and Transcription (Legal)	3	2	4
T-BUS 271 Office Management	3	0	3
T-BUS 215 Office Application	6	0	6
	<hr/> 15	<hr/> 2	<hr/> 16
Total Quarter Hours in Courses	102		
Electives (Min.)	<hr/> 6		
Total	108		

SECRETARIAL-MEDICAL

INTRODUCTION

Purpose of Curriculum

The demand for better qualified medical secretaries in our ever-expanding medical profession is becoming more acute. The purpose of this curriculum is to outline a training program that will provide specialized training in the medical and health occupations.

The Medical Secretary Curriculum is designed to offer the students the necessary secretarial skills in typing, dictation, transcription, and terminology for employment in the medical profession. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

Job Description

The graduate of the Medical Secretary Curriculum should have a knowledge of medical terminology, skill in dictation and accurate transcription of medical records, reports and letters. The duties of a medical secretary may consist of: taking dictation and transcribing letters, memoranda and reports, meeting office callers and screening telephone calls, filing, and scheduling appointments. The graduate may enter a secretarial position in a variety of offices such as physicians', private and public hospitals, federal and state health programs, and the drug and pharmaceutical industry.

SECRETARIAL-MEDICAL

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>CH</i>
FIRST QUARTER			
T-ENG 101 Grammar	3	0	3
T-BUS 102 Typewriting (or Elective)	2	3*	3
T-MAT 110 Business Mathematics	5	0	5
T-BUS 101 Introduction to Business	5	0	5
T-BUS 106 Shorthand	3	2	4
	<hr/> 18	<hr/> 5	<hr/> 20
SECOND QUARTER			
T-ENG 102 Composition	3	0	3
T-BUS 103 Typewriting	2	3*	3
T-BUS 107 Shorthand	3	2	4
T-BUS 120 Accounting	5	2	6
T-BUS 115 Business Law	3	0	3
	<hr/> 16	<hr/> 7	<hr/> 19
THIRD QUARTER			
T-ENG 204 Oral Communications	3	0	3
T-BUS 104 Typewriting	2	3*	3
T-BUS 108 Shorthand	3	2	4
T-BUS 110 Office Machines	2	2	3
T-BUS 183M Terminology and Vocabulary (Medical)	3	0	3
T-BUS 187 Introduction to Transcription	3	0	3
	<hr/> 16	<hr/> 7	<hr/> 19

<i>Course Title</i>	C	L	CH
FOURTH QUARTER			
T-ENG 103 Report Writing	3	0	3
T-BUS 206 Dictation and Transcription	3	2	4
T-BUS 205 Advanced Typewriting	2	3*	3
T-BUS 211 Office Machines	2	2	3
*T-EDP 104 Introduction to Data Processing	3	2	4
T-BUS 284M Terminology and Vocabulary (Medical)	3	0	3
or T-EDP Introduction to Data Processing	3	0	3
	<hr/> 16	<hr/> 9	<hr/> 20
FIFTH QUARTER			
T-ENG 206 Business Communication	3	0	3
T-BUS 207 Dictation and Transcription	3	2	4
T-BUS 112 Filing	3	0	3
Social Science Elective	3	0	3
T-BUS 214 Secretarial Procedures	3	2	4
	<hr/> 15	<hr/> 4	<hr/> 17
SIXTH QUARTER			
T-BUS 208 Dictation and Transcription	3	2	4
T-BUS 271 Office Management	3	0	3
T-BUS 215 Office Application	6	0	6
Elective	3	0	3
	<hr/> 15	<hr/> 2	<hr/> 16
Total Hours in Courses	105		
Electives (Min.)	6		
Total	<hr/> 111		

COURSE DESCRIPTIONS

The courses which follow are a complete alphabetical listing of courses offered at Pitt Technical Institute.

Courses carrying a "T" before the course number (T-ENG 101) are technical courses.

Courses numbered in the 1,000 series are vocational courses.

In the course description, following the course number and title, appears a code which should be interpreted as follows: first number equals number of lecture or classroom hours; second number denotes the number of shop or laboratory hours; third number equals number of credit hours.

COURSE DESCRIPTIONS

(Note: Figures represent class hours per week, laboratory hours per week, and quarter hours credit per course.)

AGRICULTURE

	C	L	CH
T-AGR 100 Agricultural Chemicals Seminar	1	0	1
An introductory course which presents a brief but broad look into the entire field of agricultural chemicals. A base of knowledge is established in the student which provides a projected concept of principles to be taught in subsequent courses in this curriculum. The definition, objectives, method of operation, and role of the agricultural chemicals industry as a vital link to the total field of agriculture is presented. All instruction is developed by the conference method allowing maximum student research and individual participation. Prerequisite: None.			
T-AGR 104 Introduction to Agricultural Economics	3	2	4
An introduction to economics, the functions of the economic system and agriculture's role in the economy. A review of the functions of the manager and an introduction to the principles he uses in making decisions to adjust to changing conditions. Analysis of the main sources of change which affect agricultural firms. Prerequisite: None.			
T-AGR 125 Animal Science	5	2	6
An introductory animal science course covering the fundamental principles of livestock production. A study of the animal body and the basic principles of reproduction, genetics, growth, fattening, digestion, along with the selection, feeding, improvement, processing and marketing of livestock. Prerequisite: None.			
T-AGR 127 Animal Nutrition	5	2	6
A course dealing with the principles of nutrition and their application to feeding practices of cattle, horses, sheep, and swine production in North Carolina. Prerequisite: T-AGR 125. Elect.			
T-AGR 145 Entomology	2	2	3
A study of the major insects of the area, their identification, harmful effects, and life history. Economic damage to crops will be stressed. Prerequisite: None.			
T-AGR 155 Plant Pathology	3	2	4
A course dealing with the nature and symptoms of diseases in plants; the characteristics of plant diseases, causal agents; cause, identification, and control of the major plant diseases of the area.			
T-AGR 165 Plant Pathology	3	2	4
A course dealing with nature and symptoms of diseases in plants; the characteristics of plant disease, caused agents, cause, identification and control of the major plant diseases of the area. Prerequisite: T-AGR 170.			
T-AGR 170 Plant Science	5	2	6
An introductory general botany and crop science course covering the fundamental principles of the reproduction, growth, functions, and development of seed bearing plants with application to certain commercially important plants in North Carolina. Prerequisite: None.			
T-AGR 180 General Poultry Science I	3	2	4
An introduction to the science of poultry production. The major phases of the study include the history of the poultry industry; the anatomy and physiology of the chicken; the breeds and varieties; the breeding principles; the principles of incubation, brooding, rearing, feeding, housing, and management; marketing poultry products; and the science of disease and parasite prevention and control. Elect.			
T-AGR 185 Soil Science and Fertilizers	5	2	6
A course dealing with basic principles of efficient classification, evaluation, and management of soils; care, cultivation and fertilization of the soil, and conservation of soil fertility. Prerequisite: None.			

	C	L	CH
T-AGR 187 Fertilizers and Lime	3	2	4
A review of the source, function, and the use of the major and minor plant food elements; commercial fertilizer ingredients; soil acidity, liming materials; application of fertilizer and liming materials. Prerequisite: None.			
T-AGR 201 Agricultural Chemicals	5	2	6
A study of agricultural chemicals—their importance, ingredients, formulation, and application with emphasis upon the effective and safe utilization of chemicals in agricultural pest control. Major emphasis is placed upon weed identification and those chemicals utilized for weed control. Part of the course is devoted to those chemicals other than herbicides—such as insecticides, fungicides, and others. Prerequisite: T-AGR 145 or permission of instructor.			
T-AGR 203 Pesticide and Fertilizer Application	2	2	3
A study and practical exercise in the correct application of pesticides and fertilizers. Economics of custom application; equipment, precautions, and legal aspects of application are presented. Prerequisites: T-AGR 145, T-AGR 165.			
T-AGR 204 Farm Business Management	5	2	6
A review of the functions of the manager of a business firm and the problems he faces. Development of the concept of planning by both partial and complete budgeting. Review of the concepts of costs and the length of run in production. Practice in preparing enterprise budgets as an aid in choosing what to produce. Use of partial budgeting to find the least cost production procedure. Analysis of production data to select the level of production that yields the most net revenue. Relationship between size, efficiency of the manager. Prerequisite: T-AGR 104.			
T-AGR 205 Agricultural Marketing	5	2	6
An analysis of the functions of marketing in the economy and a survey of the problems marketing faces. A review of the market structure and the relationship of local, terminal, wholesale, retail, and foreign markets. Problems in the operations of marketing firms—including buying and selling, processing, standardization and grading, risk taking and storage, financing, efficiency, and cooperation. Discussion of procedures of marketing such commodities as grain, cotton, livestock, and tobacco. Prerequisite: AGR 104 or permission of instructor.			
T-AGR 206 Agricultural Finance	3	0	3
Analysis of the capital structure of modern commercial agriculture with emphasis upon the sources of credit. A review of lending institutions, repayment schedules, and credit instruments. Practice in the procedure of evaluating farm resources with attention to information needed for resource valuation, appraisal forms and procedures, discounting, and depreciation. Elect.			
T-AGR 209 Agricultural Prices	3	0	3
An introduction to the functions of prices in our economic system and the effects of changing price levels. The influence consumer demand has on prices through price and income elasticities. A review of the influences of cycles and timing of production along with an examination of the use of future commodity contracts. Application of the principles of price analysis to price control and parity programs. Familiarization with the various tools widely used in historical analysis and forecasting. Prerequisite: AGR 104 or permission of instructor. Elect.			
T-AGR 218 Agricultural Mechanization	3	2	4
A study of farm machinery management and labor-saving devices. The economics of selection and operation of farm machinery. Study and evaluation of feed grinders and mixers, storage facilities, materials handling systems, and other labor-saving devices.			
T-AGR 221 Lawn and Garden Equipment	2	2	3
The principles of operation, service, adjustment, and maintenance of equipment for lawn, garden, and landscape. Elect.			
T-AGR 222 Farm Electrification	3	2	4
A study of the basic principles and systems and their application to agricultural production with emphasis upon equipment for controlling the utilization of electricity. Elect.			

	C	L	CH
T-AGR 226 Swine Production	3	2	4
Development of the swine producing and marketing industries; principles and practices of selection, breeding, feeding, housing, marketing, and management of swine. Prerequisite: T-AGR 125. Elect.			
T-AGR 227 Beef Cattle Production	3	2	4
A study of the principles of selection, breeding, feeding, care, and management of beef cattle. Prerequisite: T-AGR 125. Elect.			
T-AGR 228 Livestock Diseases and Parasites	3	2	4
A course dealing with the common diseases and parasites of livestock; sanitation practices and procedures with emphasis on the cause, damage, symptoms, prevention and treatment of parasites and diseases; and management factors relating to disease and parasite prevention and control. Prerequisite: T-AGR 125.			
T-AGR 245 Crop Insects	3	2	4
A study of common local crop insects, their economic importance, identification, life cycle and host. Student field trips studying insect damage will be stressed. Prerequisite: T-AGR 145.			
T-AGR 247 Garden, Fruit, and Household Pests	3	2	4
Recognition, life history, and control of common garden, fruit, and household pests. Prerequisite: T-AGR 145.			
T-AGR 255 Ornamental Plant Pathology	3	2	4
The purpose of this course is to teach the student the control of diseases of ornamental crops through a basic knowledge of structure, life history, and identification of the various parasitic disorders plaguing ornamental trees, shrubs, flowers, and turf. Elect.			
T-AGR 272 Tobacco Technology	3	2	4
A review of the economic importance of tobacco in North Carolina and a detailed study of all aspects of the production and marketing of tobacco with a brief look at the processing and manufacturing phases. Prerequisite: T-AGR 170. Elect.			
T-AGR 273 Grain Production and Marketing	3	0	3
A course covering the various phases of grain-crop production and marketing with emphasis upon those of economical importance to North Carolina. Prerequisite: T-AGR 170. Elect.			
T-AGR 278 Weed Identification and Control	3	0	3
A study of the identification and control of the annual and perennial weeds of economic importance in North Carolina. Prerequisite: None.			
T-AGR 285 Soil Fertility	3	2	4
A course dealing with soil fertility principles. The application of these principles to the North Carolina soils, soil fertility evaluation and soil conservation practices. Prerequisite: T-AGR 185. Elect.			
T-AGR 296 Agricultural Programs and Agencies	3	2	4
A review of the public agricultural programs and agencies that provide services for agricultural producers. The objectives, organization, functions, and services of these organizations. Elect.			

ARCHITECTURE

T-ARC 106 Architectural Drafting	2	6*	4
A course designed to provide fundamental knowledge of the principles of drafting. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, pictorial sketching, geometric construction, orthographic instrument drawing of principal views. Projection problems dealing with principles of descriptive geometry involving points, lines, planes, and solids. The principles of isometric, oblique, and perspective drawings are included. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views, intersections and developments. Prerequisite: None.			

	C	L	CH
T-ARC 107 Architectural Drafting	2	6	4
Development of techniques in architectural lettering, symbols, dimensioning, free-hand and instrument drafting. Drawing of complete set of working drawings for a residence, construction details, using appropriate material symbols and connections. Sections, scale details and full-size details will be prepared from preliminary sketches. Applications of descriptive geometry are used in visualization and analytical solutions of the drafting problems involving auxiliary views, intersections and developments. Prerequisite: T-ARC 106.			
T-ARC 108 Architectural Drafting	0	9	3
An approach in depth to the study of architectural drafting. Development of techniques in architectural lettering, dimensioning, freehand sketching, and instrument drawing. Drawings of construction details, using appropriate material symbols. This is a continuation of ARC 107 and includes an introduction to commercial working drawings. Working drawings, including plans, elevations, sections, scale details, and full-size details will be prepared from preliminary sketches. Prerequisites: T-ARC 107, T-AHR 106, T-CIV 105.			
T-ARC 220 Architectural Drafting	2	9	5
This course includes commercial working drawings, material used in commercial buildings, and systems of construction. Drawing of structural plans and details as prepared for building construction, including steel, concrete, and timber structural components. Appropriate details and drawings necessary for construction will be studied. Reference materials will be used to provide the draftsman with skills and knowledge in locating data and in using handbooks. Prerequisite: T-ARC 108.			
T-ARC 221 Architectural Drafting	2	9	5
Group projects involving coordinating of complete set of working drawings for commercial work. Consideration is given to coordination of mechanical and electrical features with structural and architectural components. Two-week problem in model building or architectural presentation work. Prerequisite: T-ARC 220.			
T-ARC 222 Architectural Drafting	2	9	5
Preparation of the complete set of working drawings for the architectural structure, coordinating floor plans, elevations, wall sections and details. Site and landscaping plans will be studied and drawn. Final assembly of the complete document for construction purposes will be made. Prerequisites: T-ARC 221, T-CIV 101, T-DFT 235.			
T-ARC 233 Office Practice Seminar	2	0	2
A study of the professional relationship of the architectural firm in relation to clients, contractors, suppliers, consultants, and other architects. Ethics of the profession as applicable to the draftsman's roll in the architectural firm will be stressed. Prerequisite: None.			

ARCHITECTURAL EQUIPMENT (MECHANICAL)

T-AHR 106 Architectural Mechanical Equipment	3	3	4
General study of heating, air conditioning, plumbing and electrical equipment, materials and symbols. Building code requirements pertaining to residential and commercial structures. Reading and interpretation of working drawings by mechanical engineers. Coordination of mechanical and electrical features with structural and architectural designs. Prerequisite: None.			

BUSINESS

T-BUS 101 Introduction to Business	5	0	5
A survey of the business world with particular attention devoted to the structure of the various types of business organization, methods of financing, internal organization, and management. Prerequisite: None			
T-BUS 102 Beginning Typewriting	2	3	3
Emphasis is on study of keyboard, the mechanics of the typewriter necessary for the acquisition of elementary typewriting skills, and development of speed and accuracy. Open for beginning typing students only. Prerequisite: None.			

	C	L	CH
T-BUS 103 Typewriting	2	3	3
Instruction emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. These skills and techniques are applied in tabulation, manuscript, correspondence, and business forms. Prerequisite: T-BUS 102 or the equivalent			
T-BUS 104 Typewriting	2	3	3
Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist, producing mailable copies. Prerequisite: T-BUS 103			
T-BUS 106 Shorthand	3	2	4
A beginning course in the theory and practice of reading and writing Gregg shorthand. Emphasis on phonetics, penmanship, word families, brief forms, and phrases. Prerequisite: None			
T-BUS 107 Shorthand	3	2	4
Continued study of theory with greater emphasis on dictation and elementary transcription. Prerequisite: T-BUS 106 or the equivalent			
T-BUS 108 Advanced Shorthand	3	2	4
Review of shorthand principles, daily speed practice, and development of greater dictation and transcription speed. Prerequisite: T-BUS 107			
T-BUS 110 Office Machines	2	2	3
A general survey of the business and office machines. Students will receive training in techniques, processes, operation and application of the ten-key adding machines, full keyboard adding machines, and calculator. Prerequisite: None			
T-BUS 112 Filing	3	0	3
Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes, and guides. Alphabetic, Geographic, Subject, and Numeric filing. Prerequisite: None			
T-BUS 115 Business Law	3	0	3
A study of the law as it applies to ordinary business transactions, including the law of contracts, agency and employment and commercial paper. The purpose is to give students an awareness of various legal problems that frequently arise in business and social life. Prerequisite: None			
T-BUS 116 Business Law	3	0	3
A continuation of BUS 115. Includes the law of personal property and bailments, sales, insurance, and torts. Prerequisite: T-BUS 115			
T-BUS 120 Principles of Accounting	5	2	6
A study of the basic accounting concepts as applied to a single proprietorship. Practical problems requiring students to use journals and general ledgers, preparation and analysis of work sheets, the balance sheet and income statement. Introduction to basic concepts of internal control. Prerequisite: T-MAT 110			
T-BUS 121 Accounting	5	2	6
Partnership and corporation accounting including a study of payrolls, federal and state taxes. Emphasis is placed on the recording, summarizing and interpreting data for management control rather than on bookkeeping skills. Accounting services are shown as they contribute to the recognition and solution of management problems. Prerequisite: T-BUS 120			
T-BUS 123 Business Finance	3	0	3
Financing of business units, as individuals, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term, and consumer financing. Prerequisite: None			
T-BUS 124 Business Finance	3	0	3
Financing, federal, state, and local government, and the ensuing effects upon the economy. Factors affecting supply of funds, monetary, and credit policies. Prerequisite: T-BUS 123			

	C	L	CH
T-BUS 183L Terminology and Vocabulary (Legal)	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107			
T-BUS 183M Terminology and Vocabulary (Medical)	3	0	3
To develop an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 107			
T-BUS 187 Introduction to Transcription	3	0	3
This course integrates the necessary skills for transcribing shorthand notes at a typewriter. This course is to be taken concurrently with T-BUS 108. Prerequisite: T-BUS 107.			
T-BUS 205 Technical Typewriting	2	3	3
Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. Prerequisite: T-BUS 104.			
T-BUS 206 Dictation and Transcription	3	2	4
Develops the skills of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Prerequisite: T-BUS 108.			
T-BUS 207 Dictation and Transcription	3	2	4
Covering materials appropriate to the course of study, the student develops the accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Prerequisite: T-BUS 206.			
T-BUS 211 Office Machines	2	2	3
Instructions in the operation of the bookkeeping-accounting machine, duplicating equipment, and the dictating and transcribing machines. Prerequisite: T-BUS 102 or equivalent.			
T-BUS 214 Secretarial Procedures	3	2	4
Designed to acquaint the student with the responsibilities encountered by a secretary during the work day. These include the following: receptionist duties, handling the mail, telephone techniques, travel information, telegrams, office records, purchasing of supplies, office organization, insurance claims; and a unit on personal grooming.			
T-BUS 215 Office Application	6	0	6
The student is assigned to a commercial firm for general office work as required by the cooperating firm. To provide actual work experience and an opportunity for the practical application of the skills and knowledge previously learned. Prerequisite: T-BUS 214, T-BUS 205, T-BUS 211.			
T-BUS 219 Credit Procedures and Problems	3	0	3
ELECTIVE			
Principles and practices in the extension of credit and the collection of accounts. Federal and state laws pertaining to credit extension and collection are included. Prerequisite: T-BUS 120.			
T-BUS 222 Accounting	5	2	6
Thorough treatment of the field of general accounting providing the necessary foundation for specialized studies that follow. The course includes, among other aspects, the balance sheet, income and surplus statements, fundamental processes of recording, cash and temporary investments, and analysis of working capital. Prerequisite: T-BUS 121.			
T-BUS 223 Accounting	5	2	6
Additional study of intermediate accounting with emphasis on investments, plant and equipment, intangible assets and deferred charges, long term liabilities, paid-in capital, retained earnings, and special analytical processes. Prerequisite: T-BUS 222.			

	C	L	CH
T-BUS 225 Cost Accounting	3	2	4
Nature and purposes of cost accounting; accounting for direct labor, materials, and factory burden; job cost, and standard cost principles and procedures; selling and distribution cost; budgets, and executive use of cost figures. Prerequisite: T-BUS 121.			
T-BUS 227 Advanced Accounting	3	2	4
Advanced accounting theory and practice as applied to special accounting problems, bankruptcy proceedings, estates, trusts, parent and subsidiary accounting. Prerequisite: T-BUS 223.			
T-BUS 229 Taxes	3	2	4
Application of federal and state taxes to various businesses and business conditions. A study of the following taxes: income, payroll, intangible, capital gain, sales and use, excise, and inheritance. Prerequisite: T-BUS 121.			
T-BUS 232 Sales Development	3	0	3
A study of retail, wholesale and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required. Prerequisite: None.			
T-BUS 233 Personnel Management	3	0	3
ELECTIVE			
An introduction to the operation of a personnel department. Emphasis is placed on the scientific management of manpower through personnel policies pertaining to recruitment, selection, placement, training, promotion, employee services, and health and safety.			
T-BUS 235 Business Management	3	0	3
Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.			
T-BUS 239 Marketing	5	0	5
A general survey of the field of marketing, with a detailed study of the functions, policies, and institutions involved in the marketing process. Prerequisite: None.			
T-BUS 243 Advertising	3	2	4
The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising.			
T-BUS 247 Business Insurance	3	0	3
ELECTIVE			
A presentation of the basic principles of risk insurance and their application. A survey of the various types of insurance is made.			
T-BUS 258 Speed Typewriting	2	3	3
Emphasis is placed on improving typing techniques including stroke control, accuracy, forced speed building, and retained speed for long periods of typing straight copy. Prerequisite: T-BUS 205.			
T-BUS 269 Auditing	3	2	4
Principles of conducting audits and investigations; setting up accounts based upon audits; collecting data on working papers; arranging and systemizing the audit, and writing the audit report. Emphasis placed on detailed audits, internal auditing, and internal control. Prerequisite: T-BUS 223.			
T-BUS 271 Office Management	3	0	3
Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing and actuating office problems.			
T-BUS 272 Principles of Supervision	3	0	3
Introduces the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and the role of the supervisor. Methods of supervision are stressed.			

	C	L	CH
T-BUS 284M Terminology and Vocabulary	3	0	3
Greater emphasis on an understanding of the terminology and vocabulary appropriate to the course of study, as it is used in business, technical, and professional offices. Prerequisite: T-BUS 183M.			

COMMERCIAL ART

T-CAT 101 Advertising Principles	3	0	3
A comprehensive survey of the history and development of advertising including a discussion of its economic and social values. An introduction to advertising media and current publications in the field. Prerequisite: None.			
T-CAT 105 Life Study	2	3	3
A study of the body structure with emphasis on the skeletal and muscular systems, movement and the aging process. Graphical interpretation and response to live models with emphasis on proportioning, masses and movement. Prerequisite: None.			
T-CAT 106 Life Study	0	6	2
Graphical interpretation and response to the live model covering topics such as proportioning, the aging process, character, expression and draping the model. This course will deal with building of the figure and such ingredients as placement, balance, rhythm, turning, twisting, wedging, distribution of masses, perspective of form, planes of form, abdominal arch, hair forms and variations. Prerequisite: T-CAT 105.			
T-CAT 110 Industrial Illustration	2	6	4
A comprehensive approach to the tools, equipment, materials and utilization of the illustration. Laboratory exercises and problems covering such topics as retouching photographs, product illustrations, production illustrations, renderings, preparation of visual charts, graphs and composites. Prerequisite: T-DFT 102.			
T-CAT 116 Photography	2	6	4
An introduction to the field of photography, photographic equipment and materials. A study of the fundamental techniques of the camera and its expressive possibilities in relation to the field of design and visual communications. Assigned camera projects, darkroom procedures and equipment. Prerequisite: None.			
T-CAT 121 Commercial Art & Advertising Design	3	9	6
An introduction to drawing and basic design fundamentals and principles. Emphasis is placed on line, two- and three-dimensional shapes, letter indication, sketching, perspective, light and shade, equipment and materials of the art and design profession. Prerequisite: None.			
T-CAT 122 Commercial Art & Advertising Design	3	9	6
Advanced material in drawing, basic design, lettering, equipment and materials. Emphasis is placed on two- and three-dimensional form, perspective, sketching, rough and finished lettering. Laboratory will consist of assigned graphical problems with critique and discussion by class participation. Prerequisite: T-CAT 121.			
T-CAT 123 Commercial Art & Advertising Design	3	9	6
Introduction to layout and design for printing. Mechanics of layout, properties of type, and basic reproductive processes. Laboratory exercises will consist of preparation of comprehensive art form for presentation on magazine covers, trademarks, book covers, textile designs, furniture designs, two- and three-dimensional display figures. Assigned graphical problems with critique and discussion by class members. Prerequisite: T-CAT 122, T-DFT 102.			
T-CAT 205 Advertising Copywriting	3	0	3
A study of the techniques used in creating effective advertising copy for various types of media; purposes and duties of the copywriter and legal problems encountered in copywriting. Theory and practice will be given in writing copy for the various media including retail and fashion copy, mail order, direct mail, business publications, radio and television. Prerequisite: T-ENG 103.			
T-CAT 212 Advertising Illustration	1	3	2
An introduction to advertising illustration through problems in shape, space, and light analysis. Laboratory exercises will explore the use of various media. Prerequisite: T-CAT 123.			

	C	L	CH
T-CAT 213 Advertising Illustration	1	3	2
Advanced work and assigned problems in advertising illustration. The student is urged to explore a variety of mediums. Prerequisite: T-CAT 212.			
T-CAT 214 Advertising Illustration	1	3	2
Assigned problems in advanced illustration. Emphasis is placed on originality and the readiness of the student to explore assigned graphical tasks and problems. Prerequisite: T-CAT 213.			
T-CAT 217 Photography	2	6	4
Advanced photographic techniques and materials. Participation in studio and laboratory procedures illustrating the various applications and creative possibilities of photography in advertising. Prerequisite: T-CAT 116.			
T-CAT 224 Commercial Art & Advertising Design	3	9	6
An introduction to cartooning, intermediate layout and design techniques for printing. Laboratory assigned graphical problems will cover such topics as color separation, half tones, and materials for the development of posters, show cards, banners, hand-lettered documents, brochures and folders. Prerequisite: T-CAT 123.			
T-CAT 225 Commercial Art & Advertising Design	3	9	6
Advanced problems in layout and design techniques for printing, illustration, cartooning, animation, display design and lettering. Laboratory and graphic problems dealing with magazine and book illustrations, the fashion figure, outdoor sign writing, displays and exhibits for business and industry. Prerequisite: T-CAT 224.			
T-CAT 226 Commercial Art & Advertising Design	3	9	6
A course providing simulated professional working conditions utilizing advanced layout and design techniques for printing. Each student will explore a variety of problems and present his solutions for general class critique and discussion. This course will climax with the review and presentation of the student's individual portfolio of professional work. Prerequisite: T-CAT 225.			
T-CAT 235 Advertising Art Direction	5	0	5
A study of the techniques used in creating effective advertising for various types of media. The physical consideration of the advertisement such as size, position, color, frequency of insertion, layout, coupons and inquiries. Analysis of techniques to cases in national, retail, mail order, industrial and professional advertising with consideration given to budgetary practices. Prerequisite: T-CAT 101, T-CAT 225.			

CHEMISTRY

T-CHM 101 Chemistry (Refresher)	4	2	5
A review of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases; salts, solvents, solutions, and emulsions; in addition electrochemistry, electrolytes, and electrolysis in their application of chemistry to industry. Prerequisite: T-MAT 110.			
T-CHM 105 Chemistry (Inorganic)	4	2	5
General course in inorganic chemistry. Properties of acids, salts, bases, and solutions. Chemical and physical properties of selected inorganic elements are studied in detail. Laboratory work will consist of various inorganic tests and experiments. Prerequisite: T-CHM 101.			
T-CHM 106 Chemistry (Organic)	4	2	5
General principles and theories of organic chemistry. Preparations, formulas, and properties of the most important organic compounds, with a brief description of synthetic compounds of commercial value in addition to the main vitamins, antibiotics, and hormones and pesticides. Prerequisite: T-CHM 105.			
T-CHM 107 Agricultural Chemistry	4	2	5
Course dealing with the application of inorganic and organic chemistry principles to fertilizers, pesticides, and soil science. Pesticides formulation, testing, and properties. Soil and fertilizer methods of analysis used in North Carolina and their interpretations. Prerequisites: T-CHM 101, T-CHM 105, T-CHM 106.			

	C	L	CH
T-CHM 121 Quantitative Chemical Analysis	3	6	5
Emphasis is placed on developing laboratory techniques employed in the volumetric analysis of acids and bases. The students will become thoroughly familiar with the principles and procedures of neutralization titration. Classroom work will emphasize the stoichiometric calculations involved in interpreting the results of analysis. Laboratory work will consist of percentage analysis of selected substances. Prerequisite: T-CHM 106. Elective.			

CIVIL ENGINEERING

T-CIV 101 Surveying	2	6	4
Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit stadia, and transit-tape surveys. Layout of footings, floor levels and site work will be included. Prerequisites: T-MAT 102, T-ARC 107.			

T-CIV 105 Architectural Materials and Methods	3	3	4
Materials used in the construction of architectural structures will be studied. Field trips to construction sites and study of manufacturer's specifications for materials. Properties and standard sizes of structural materials, and construction techniques are included. Prerequisite: None.			

T-CIV 114 Statics	5	0	5
Forces, resultants, and types of force systems; moments, equilibrium of coplanar forces by analytical and graphic methods; stresses and reactions in simple structures; equilibrium of forces in space; center of gravity, centroids, moment of inertia, and hydrostatic load analysis. Prerequisite: T-MAT 102.			

T-CIV 216 Strength of Materials	3	2	4
Fundamental stress and strain relationship; shear and bending moments; stresses and deflections in beams; introduction to statically indeterminate beams; columns; combined stresses. Prerequisites: T-CIV 114, T-MAT 103.			

T-CIV 218 Plain Concrete	3	3*	4
Study and testing of the composition and properties of concrete including cementing agents, aggregates, admixtures, and air-entrainment; design and proportioning of concrete mixes to obtain pre-determined strengths and properties; methods of placing and curing concrete; standard control tests of concrete.			

T-CIV 219 Steel and Timber Construction	3	2	4
Analysis and basic design of steel beams, tension members, columns, and riveted, high strength bolted, welded connections; study of plate girders, industrial building roofs and vents, continuous spans, lightweight steel construction; use of American Institute of Steel Construction Manual; introduction to rigid frames and plastic design in steel. Design of timber members and their connections. Field inspection trips. Prerequisite: T-CIV 216.			

T-CIV 221 Reinforced Concrete Construction	3	2	4
Analysis and design of reinforced concrete beams, floor systems, and columns. Use of CRSI Design Handbook. Introduction to ultimate strength design. Principles of prestressed and precast concrete. Field inspection trips. Prerequisite: T-CIV 216.			

DRAFTING

T-DFT 101 Technical Drafting	0	6	2
The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced. Prerequisite: None.			

T-DFT 102 Technical Drafting	0	6	2
The application of orthographic projection principles to the more complex drafting problems, primary and secondary auxiliary views, simple and successive revolutions, and sections and conventions will be studied. Most important is the introduction			

of the graphical analysis of space problems. Problems of practical design elements involving points, lines, planes, and a combination of these elements shall be studied. Dimensioning practices, approved by the American Standards Association will also be included. Introduction is given to intersections and developments of various types of geometrical objects. Prerequisite: T-DFT 101.

T-DFT 230 Structural Drafting 2 6 4
A concentrated study and drawing of structural plans, details and shop drawings of the structural components of buildings to include steel, reinforced concrete, and timber structures. Appropriate symbols, conventions, dimensioning practices, and notes as used by the draftsman will be included. Emphasis will be placed on drafting of appropriate drawings for fabrication and erection and erection of the structural components. Prerequisites: T-ARC 220, T-CIV 105. Elective.

T-DFT 231 Architectural Mechanical Equipment Drafting 2 6 4
A detailed study of mechanical equipment and preparation of plans and detail drawings as prepared by the mechanical engineering consultant or contractor for the architectural structure. Heating and air conditioning, lighting and electrical, plumbing, and other mechanical equipment as necessary for construction will be included in this study. Emphasis will be placed on drafting techniques used in preparing appropriate drawings and details. Prerequisites: T-ARC 221, T-AHR 106. Elective.

T-DFT 235 Codes, Specifications, and Contract Documents 3 3 4
A study of building codes and their effect in relation to specifications and drawings. The purpose and writing of specifications will be studied along with their legal and practical application to working drawings. Contract documents will be analyzed and studied for the purpose of client-architect-contractor responsibilities, duties, and mutual protection. Prerequisite: T-ARC 220.

T-DFT 236 Construction Estimating and Field Inspection 3 3 4
Interpretation of working drawings for a project; preparation of material and labor quantity surveys from plans and specifications; approximate and detailed estimates of cost. The student will study material take-off, labor take-off, sub-contractors' estimates, overhead costs, and bid and contract procedures. Detailed inspection of the construction by comparing the finished work to the specifications. Prerequisite: T-DFT 235.

ECONOMICS

T-ECO 102 Economics 3 0 3
The fundamental principles of economics including the institutions and practices by which people gain a livelihood. Included is a study of the laws of supply and demand and the principles bearing upon production, exchange, distribution, and consumption in relation to the individual enterprise and to society at large. Prerequisite: None.

T-ECO 104 Economics 3 0 3
Greater depth in principles of economics, including a penetration into the composition and pricing of national output, distribution of income, international trade and finance, and current economic problems. Prerequisite: T-ECO 102.

T-ECO 108 Consumer Economics 3 0 3
Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increasing his resources, and to understand better the economy in which he lives. Prerequisite: None.

ELECTRONIC DATA PROCESSING

T-EDP 104 Introduction to Electronic Data Processing Systems 3 2 4
A study of the fundamental concepts and operational principles of data processing system. They are presented as an aid in developing a basic knowledge of computers as a prerequisite to the detail study of a particular system. This course also provides a general knowledge of computing systems and is a prerequisite for all programming courses. Prerequisite: None.

	C	L	CH
*T-EDP Introduction to Computer Concepts	3	0	3
An introductory course in computers for the student who plans to pursue the degree in data processing as well as the student who desires a general non-technical knowledge of terminology and concepts. No previous knowledge or experience in data processing is required.			
*T-EDP Compiler Language I	2	2	3
A fundamental course in FORTRAN or PL/1 programming. The FORTRAN or PL/1 language structure, statements, and programming methods and techniques are studied. The student will develop program logic and write FORTRAN or PL/1 programs for solving sample problems.			
*T-EDP Compiler Language II	2	4	4
This course is designed to provide basic training in COBOL programming. The COBOL language structure, statements, and programming methods and techniques are studied. The student will develop program logic and write COBOL programs for solving sample problems.			
*T-EDP Assembly Language	2	4	4
The study of symbolic computer languages with emphasis on a particular example of such a language. The student will develop program logic and write programs using assembly language to solve appropriate assigned problems.			
*T-EDP Linear Programming	3	2	4
Mathematical models effective in management planning, scheduling and control are studied. The student investigates problems applicable to linear programming models, critical path, simulation, and queing theory. The computer will be used for problem solution using available library programs.			
*T-EDP Data Processing Applications I	2	4	4
This course is designed to provide the student with sufficient knowledge in computer methodology to permit the use of computers in business. Emphasis will center around the computer environment with an in-depth study of the integration of the computer with business and industry.			
*T-EDP Data Processing Applications II	2	4	4
This course emphasizes the preparation and utilization of operations data used in a typical business, case problems involving systems established for collecting the data, and generating information for organizational units are studied. Audit trails enabling the tracing of transactions back to the original source or forward to the first report are analyzed. Simulated data is used to demonstrate programming techniques (using COBOL) required in processing management information. Statistical analysis programming using a scientific language is studied as an aid to business decision making.			
*T-EDP Computer Systems I	2	2	3
A study of computer systems involving such concepts of architecture and/or programming as channels, interrupts, multiprogramming, job scheduling, file devices, and file organization.			
*T-EDP Computer Systems II	2	2	3
A study of computer systems involving such concepts of architecture and/or programming for operating systems, job control language, resident packs, teleprocessing, and system utilities.			
*T-EDP Functional Wiring Principles	2	2	3
A study of unit record procedures and operating practices. Student laboratory work emphasizes concepts of punched-card data processing equipment.			
*T-EDP Systems and Procedures	3	0	3
An introductory course in the principles of management systems applied to information data flows. Particular attention is given to forms flowcharting, forms analysis, and design and systems analysis.			
*T-EDP Applied Business Systems	3	0	3
A continuation of management systems applied to information data flow. Practical work in systems flowcharting and analysis is implemented. The conduction of feasibility studies, the preparation and maintenance of standard practice, policies and organization manuals, and computer application are stressed.			

	C	L	CH
*T-EDP User Programs	2	2	3
A study of the documentation, applications, and use of various user-supplied programs.			
*T-EDP Computer Language Survey	2	2	3
A survey and comparison of various computer languages. Students will write and execute basic programs in several computer languages.			
*T-EDP Statistical Programming	2	2	3
A study of FORTRAN programming as applied to solution of statistical problems. The student will analyze statistical problems and develop the programs and/or use library programs for computer solution.			
*Numbers to be assigned.			

ELECTRICITY

T-ELC 101 Fundamentals of Electricity	4	4	6
Elementary principles of electricity including: basic electric units, Ohm's Law, Kirchhoff's Law, network theorems, magnetics, basic electrical measuring instruments, inductance, capacitance, sine wave analysis, and non-resonant resistive, inductive and capacitive networks. Prerequisite: None.			
T-ELC 102 Fundamentals of Electricity	4	4	6
Series and parallel resonant-circuit analysis, resonant and non-resonant transformer analysis, basic diode power supply analysis, introduction to non-linear resistive control devices, and introduction to electro-mechanical devices. Prerequisite: T-ELC 101.			
T-ELC 210 Rotating Devices	2	2	3
Introduction to electrical machinery. AC and DC motor and generator principles, synchros and servomechanisms, alternators and dynamotors, will be analyzed. A general knowledge of the theory, operation, and maintenance of these devices and systems will be stressed. Prerequisites: T-ELC 102, T-PHY 102.			

ELECTRONICS

T-ELN 010 Introduction to Electronics	3	3	0
Electronic measurements and electronics terminology.			
T-ELN 101 Electronic Instruments and Measurements	1	4	3
A study of basic electronic instruments, their theory of operation, function, tolerances, and calibration. Both service and laboratory instruments will be studied. Laboratory experience will provide application of each type instrument studied. Prerequisite: T-ELC 102.			
T-ELN 105 Control Devices	5	4	7
A study in depth of the electrical characteristics of vacuum tubes and transistors. Basic parameters and applications of each type device to the three configurations of a three terminal two port system will be included. Prerequisite: T-ELC 102.			
T-ELN 205 Applications of Vacuum Tubes and Transistors	5	4	7
Practical applications of vacuum tubes and transistors to basic audio amplifiers, radio frequency amplifiers, detectors, power supplies and oscillators. Prerequisite: T-ELN 105.			
T-ELN 210 Semiconductor Circuit Analysis	5	3	6
A study in some depth of the analysis and design of transistor circuits. Network theorems and equivalent circuits are used extensively in evaluating total circuit performance. Device peculiarities and limitations pertinent to reliable operations are considered. H. Y. Z. and T. parameters are employed as well as signal-flow graphs. Prerequisite: T-ELN 105.			
T-ELN 214 Wave Shaping and Pulse Circuits	2	3	3
Broadband amplifiers, magnetic amplifiers, multivibrators, wave shaping techniques, chopper amplifiers, clipper and clamper circuits. Prerequisites: T-ELN 105, T-MAT 103.			

	C	L	CH
T-ELN 215 Wave-Shaping and Pulse Circuits	3	2	3

An introduction to basic principles of pulse circuitry and non-sinusoidal generators and their application in the field of electronics. This course will be oriented toward introduction of basic logic circuitry as applied in digital computers. Prerequisites: T-ELN 214.

T-ELN 220 Electronic Systems	5	4	7
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A block diagram course investigating numerous electronic systems. Modules or blocks of various circuits already studied are arranged in various manners to produce complex electronic systems. Systems will be explained and reduced to functions and then to block diagrams. AM, FM, and Single Sideband transmitters and receivers, multiplexing, TV transmitters and receivers, pulse-modulated systems, computers, telemetry, navigational systems, sonar and radar will be considered. Corequisite: T-ELN 215.

T-ELN 225 Transmission and Propagation	3	0	3
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An introduction to the electromagnetic radiation, principles of antenna, radiation patterns and field strength. The characteristics and use of transmission lines in radio frequency application. Factors involved in propagation, ground waves, reflections, sky waves, atmospheric effects, ionosphere, fading, noise, static, wire radiators, directive gain, effect of ground, impedance, antenna systems and arrays. Prerequisite: T-ELN 105. Corequisite: T-ELN 205.

T-ELN 227 UHF and Microwave Systems	5	4	7
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A study of UHF and VHF components, circuits, and measurement techniques. The use of distributed constant elements, waveguides and coaxial cables, microwaves links, high frequency oscillators, magnetrons, klystrons, traveling wave tubes. An introduction to the use of the Smith Chart. Prerequisite: T-ELN 225.

T-ELN 230 Television Systems	4	6	7
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A study of the principles of television including the television system, camera tubes, scanning and synchronization, composite video signal, receiver circuits, transmitting equipment, color television, and closed-loop systems. Corequisite: T-ELN 214.

T-ELN 235 Instrumentation	4	6	7
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Broad introduction to use of industrial electro-mechanical and electronic circuits and equipment. Provides an understanding of the methods, techniques, and skills required for installation, service, and operation of a variety of industrial control systems. Analysis of sensing devices for detecting changes in pressure, temperature, humidity, sound, light, and electricity, the associated circuitry and indicating and recording devices. Prerequisites: T-ELN 205, T-PHY 104.

T-ELN 240 Digital Computers	3	0	3
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An exploration into the methodology of counting and computing. Various computer techniques will be investigated including: non-sinusoidal waveforms, binary and decade counters, industrial counters, readout devices, logic circuits, arithmetic circuits, storage devices, input-output devices, computer control, analog and digital converters. Prerequisite: T-ELN 214.

T-ELN 245 Electronic Design Project	0	4	2
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Students are required to design and construct a project approved by the instructor. Includes selection of project, design, construction, and testing of completed project. Projects may include: AM or FM transmitters or receivers, amplifiers, test equipment, control devices, simple counters, lasers, masers, etc. Prerequisite: T-ELN 205.

ENGLISH

T-ENG 010 Developmental Reading	*5	0	5
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This course is a review of basic reading fundamentals—viz., word-attack skills, paragraph interpretation, vocabulary, and reading rate. It is designed to improve reading power in comprehension and speed.

T-ENG 101 Grammar	3	0	3
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Designed to aid the student in the improvement of self-expression in grammar. The approach is functional with emphasis on grammar, diction, sentence structure, punctuation, and spelling. Intended to stimulate students in applying the basic principles of English grammar in their day-to-day situations in industry and social life. Prerequisite: None.

	C	L	CH
T-ENG 102 Composition	3	0	3

Designed to aid the student in the improvement of self-expression in business and technical composition. Emphasis is on the sentence, paragraph, and whole composition. Prerequisite: T-ENG 101.

	3	0	3
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T-ENG 103 Report Writing

The fundamentals of English are utilized as a background for the organization and techniques of modern report writing. Exercises in developing typical reports, using writing techniques and graphic devices are completed by the students. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum. Prerequisite: T-ENG 102.

*Institute credit only.

	3	0	3
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T-ENG 204 Oral Communication

A study of basic concepts and principles of oral communications to enable the student to communicate with others effectively. Emphasis is placed on the speaker's attitude, diction, voice, and the application of particular techniques of theory to correct speaking habits and to produce effective oral presentation. Particular attention is given to individual performance, interviews, and parliamentary law. Prerequisite: T-ENG 101.

	3	0	3
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T-ENG 206 Business Communication

Develops skills in techniques in writing business communications. Business reports, letters involving credit, collections, adjustments, complaints, orders, acknowledgments, inquiries, job applications and data sheets. Prerequisite: T-ENG 102.

HEALTH

	3	0	3
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T-HEA 110 First Aid

A study of the theory and practice of the techniques used in the field treatment of the more common injuries such as burns, lacerations, fractures, and snake bites. Instruction will be given in rescue operations and in field treatments associated with rescue work such as mouth-to-mouth and artificial respiration; the administering of oxygen, etc. Prerequisite: None.

MATHEMATICS

	*5	0	5
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T-MAT 010 Developmental Technical Mathematics

Fundamental operations with whole numbers and fractions are reviewed. Ratio and proportion, powers and roots, number systems, mathematical symbols, fundamental algebra, basic geometry, and basic trigonometry are introduced.

	5	0	5
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T-MAT 012 Developmental Business Mathematics

The meaning of number and numerals. Reading numerals - operations with whole numbers: addition, subtraction, multiplication, division, basic operations with common fractions, and decimal fractions. Practical problems illustrating each problem.

	5	0	5
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T-MAT 101 Technical Mathematics

The real number systems developed as an extension of natural numbers. Number systems of various bases. Fundamental algebraic operations, the rectangular coordinate system, as well as fundamental trigonometric concepts and operations. Stress on the application of these principles in practical problems. Prerequisite: Satisfactory evidence that admission requirements have been met.

	5	0	5
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T-MAT 102 Technical Mathematics

A continuation of T-MAT 101. Advanced algebraic and trigonometric topics including quadratics, logarithms, the binomial expansion, complex numbers, solution of oblique triangles, and graphs of the trigonometric functions are studied in depth. Prerequisite: T-MAT 101.

	5	0	5
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T-MAT 103 Technical Mathematics

The fundamental concepts of analytical geometry and an introduction to differential and integral calculus. Topics included are graphing techniques, geometric and algebraic interpretation of the derivative, differentials, rate of change, the integral and basic integration techniques. Applications of these concepts to practical situations. Prerequisite: T-MAT 102.

	C	L	CH
T-MAT 110 Business Mathematics	5	0	5
This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business. Prerequisite: Satisfactory evidence that admission requirements have been met.			
*Institute credit only.			

T-MAT 201	5	0	5
A continuation of T-MAT 103. More advanced concepts of differentiation and integration. Introduction to solutions of differential equations, and an introduction to Fourier Series. Prerequisite: T-MAT 103.			

T-MAT 214 Statistics	5	0	5
The theory of statistics and its application in modern business. Kinds of regularity that exist among random fluctuations. Experience in associating and using mathematical models to interpret physical phenomena and predicting the outcomes of experiments related to practical business problems. Prerequisite: T-MAT 110.			

T-MAT 215 Statistics	5	0	5
Practical experiences in the statistical solution of business problems through the use of computers. Methods of organizing, presenting and interpreting data. Prerequisite: T-MAT 214.			

PHOTOGRAPHY

T-PHO 104 Police Science Photography	2	2	3
A study of the various kinds of photographic equipment and its application to the field of law enforcement. Instruction will be given in all phases of the photographic process including crime scene, surveillance, macro and micro photography, the development of negative, and of the finished print. The student will develop techniques in the use of different kinds of cameras and other photographic equipment through lab practice. Prerequisite: None.			

PHYSICS

T-PHY 101 Technical Physics	3	2	4
A fundamental course covering several basic principles of physics. The divisions included are solids and their characteristics, liquids at rest, gas laws and applications. Laboratory experiments and specialized problems dealing with these topics are part of this course. Corequisite: T-MAT 010 or T-MAT 101.			

T-PHY 102 Technical Physics	3	2	4
Major areas covered in this course are work, energy, and power. Instruction includes such topics as statics, forces, center of gravity, and dynamics. Units of measurement, and their applications are a vital part of this course. A practical approach is used in teaching students the use of essential mathematical formulas. Corequisite: T-MAT 101. Prerequisite: T-PHY 101.			

T-PHY 103 Technical Physics	3	2	4
A survey of the concepts involving wave motion leads to a study of acoustics and sound, its generation, transmission and detection. An introduction to the study of light, illumination and the basic principles of optics. Basic theories of electricity, types of electricity, methods of production, and transmission. Prerequisites: T-MAT 101, T-PHY 101.			

T-PHY 104 Technical Physics	3	2	4
Basic concepts of rotary motion are discussed. A basic study of simple harmonic motion leads into a survey of the concepts involving wave motion including standing waves, resonance and sound. An introduction to the study of light and the basic principles of optics. Prerequisites: T-MAT 101, T-PHY 102.			

POLICE SCIENCE

T-PSC 101 Introduction to Law Enforcement	5	0	5
A general course designed to familiarize the student with a philosophy and history of law enforcement, including its legal limitations in a democratic republic, a survey			

of the primary duties and responsibilities of the various law enforcement agencies, a delineation of the basic processes of justice, an evaluation of law enforcement's current position, and an orientation relative to law enforcement as a vocation. Prerequisite: None.

T-PSC 110 Police Role in Crime and Delinquency 5 0 5
The study primarily concerned with scientific efforts to understand crime and to understand man in relation to crime phenomena. It deals with those definitions and formulations of crime and criminals upon which an adaptation system of criminology must be based. It examines the law as the basic framework within which social deviations of a peculiar character assume their functions as criminal acts and those broad principles upon which a science of criminology must rest. Prerequisite: None.

T-PSC 115A Criminal Law 3 0 3
Designed to present a basic concept of criminal law and create an appreciation of the rules under which one lives in our system of government. Prerequisite: None.

T-PSC 115B Criminal Law 3 0 3
A continuation of Criminal Law I which presents a basic concept of criminal law and creates an appreciation of the rules under which one lives in our system of government. Prerequisite: Criminal Law I.

T-PSC 201 Traffic Planning and Management 4 2 5
A study which covers the history of the traffic enforcement problem and gives an overview of the problem as it exists today. Attention will be given to the 3 E's and legislation, the organization of the traffic unit, the responsibilities to the traffic function of the various units within the law enforcement agency, enforcement tactics, evaluation of the traffic program effectiveness, and the allocation of men and materials. Prerequisite: None.

T-PSC 205 Criminal Evidence 5 0 5
Instruction covers the kinds and degrees of evidence and the rules governing the admissibility of evidence in court. Prerequisite: T-PSC 115.

T-PSC 210 Criminal Investigation 4 2 5
This course introduces the student to fundamentals of investigation; crime scene search; recording, collection and preservation of evidence; sources of information; interview and interrogation; case preparation and court presentation; and the investigation of specific offenses such as arson, narcotics, sex, larceny, burglary, robbery and homicide. Prerequisite: Admission to the program and permission of the instructor-coordinator.

T-PSC 211 Introduction to Criminalistics 4 2 5
A general survey of the methods and techniques used in modern scientific investigation of crime, with emphasis upon the practical use of these methods by the students. Laboratory techniques will be demonstrated and the student will participate in actual use of the scientific equipment. Prerequisite: Admission to the program; permission of instructor-coordinator.

T-PSC 213 Police Techniques 2 2 3
The student will study the various identification methods and how they evolved into the present day systems. Techniques for lifting latent prints and taking rolled impressions will be developed through lab practice. Instruction will be given in the more popular ten finger and single print classification systems. An introduction will be given to the process of comparing latent lifts and rolled impressions and in preparing same for courtroom presentation. Prerequisite: None.

T-PSC 220 Police Organization and Administration 5 0 5
Introduction to principles of organization and administration, discussion of the service functions; e.g., personnel management, police management, training, communications, records, property maintenance and miscellaneous services. Prerequisite: None.

T-PSC 235 Introduction to Forensic Science 2 2 3
A survey of the various sciences and their application to the field of law enforcement. A study of the theory and techniques used in the more common forensic applications, such as blood grouping, blood alcohol, luminol, narcotics and their analysis, flammable accelerants, explosives, serial number restoration, firearms primer residue test, etc. Prerequisite: T-CHM 101.

	C	L	CH
T-PSC 240 Firearms and Defensive Tactics	4	3	5
The course is designed to help the student develop an understanding of the need, use and respect for all kinds of weapons. Range practice will be given in the use of rifles, shotguns, and pistols with a special effort made to develop proficiency in the use of the service revolver. Instruction will be given in riot control, non lethal weapons such as tear gas, and defensive tacts used in the handling of arrested persons. Prerequisite: Admission to the program and permission of the instructor-coordinator.			

POLITICAL SCIENCE

T-POL 102 Government—National	5	0	5
English and colonial background, the Articles of Confederation and the framing of the federal constitution. The nature of the federal union; state rights, federal powers, political parties. The general organization and functioning of the national government. Prerequisite: None.			
T-POL 103 Government—State and Local	3	0	3
A study of state and local government, state-federal interrelationships, the functions and prerogatives of the branches. Problems of administration, legal procedures, law enforcement, police power, taxation, revenues and appropriations. Special attention will be given to North Carolina. Prerequisite: T-POL 102.			
T-POL 201 United States Government	3	0	3
A study of government with emphasis on basic concepts, structure, powers, procedures and problems. Prerequisite: None.			

PSYCHOLOGY

T-PSY 102 General Psychology	5	0	5
A study of the various fields of psychology; the development process; motivation; emotion; frustration and adjustment; mental health; attention and perception; problems of group living. Attention is given to applications of these topics to problems of study, self-understanding and adjustment to the demands of society. Prerequisite: None.			
T-PSY 103 Adolescent Psychology	3	0	3
A study of the nature and source of the problems of adolescents in western culture; physical, emotional, social, intellectual and personality development of adolescents. Prerequisite: T-PSY 102.			
T-PSY 112 Personality Development	3	0	3
Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement. Prerequisite: None.			
T-PSY 206 Applied Psychology	3	0	3
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, and emotions are considered with particular reference to on-the-job problems. Other topics investigated are: employee selection, supervision, job satisfaction, and industrial conflicts. Attention is also given to personal and group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community. Prerequisite: None.			

SOCIOLOGY

T-SOC 102 Principles of Sociology	3	0	3
An introductory course in the principles of sociology. An attempt to provide an understanding of culture, collective behavior, community life, social institutions and social change. Presents the scientific study of man's behavior in relation to other men, the general laws affecting the organization of such relationships and the effects of social life on human personality and behavior. Prerequisite: None.			

	C	L	CH
T-SOC 207 Rural Society	3	0	3
A study of selected elements of rural sociology with emphasis on current social changes. The course provides a sociological background for the understanding of rural social changes. Areas of study include rural culture, group relationships, social classes, rural and suburban communities, farm organizations, the communication of agricultural technology, rural social problems, agricultural adjustment and population change. Prerequisite: None.			

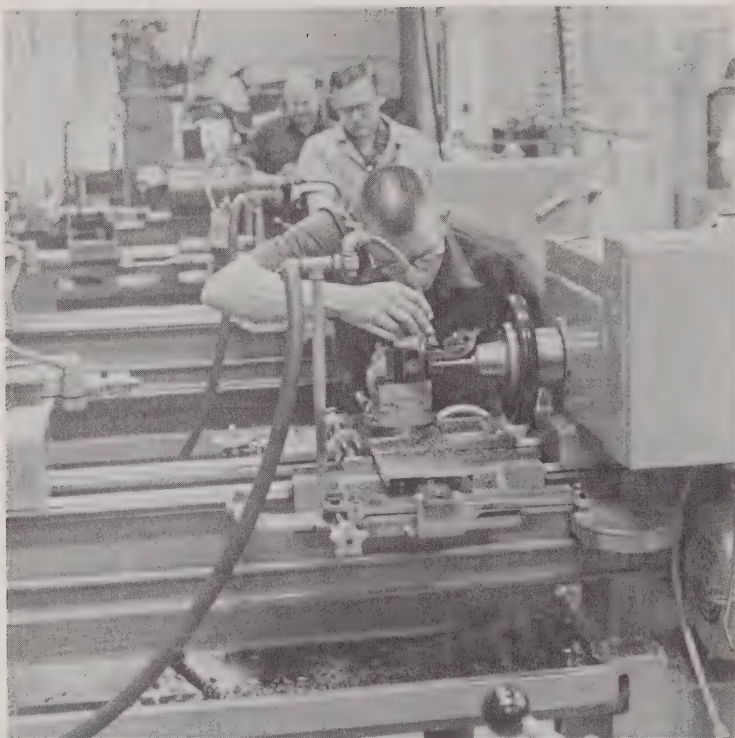
SOCIAL SCIENCE

T-SSC 201 Social Science	3	0	3
An integrated course in the social sciences, drawing from the fields of anthropology, psychology, history, and sociology. Prerequisite: None.			

T-SSC 202 Social Science	3	0	3
A further study of social sciences with emphasis on economics, political science, and social problems as they relate to the individual. Prerequisite: T-SSC 201.			

T-SSC 205 American Institutions	3	0	3
A study of the effect of American social, economic, and political institutions upon the individual as a citizen and as a worker. The course dwells upon current local, national, and global problems viewed in the light of our political and economic heritage. Prerequisite: None.			





VOCATIONAL EDUCATION

The objective of vocational education is to provide students with necessary skills which will enable them to transform the ideas and plans of engineers into tangible goods or services. Large numbers of skilled craftsmen work in plants and factories where they manufacture, install, control, maintain, and repair complex equipment needed by our highly modernized society.

The vocational curricula are designed to prepare one for initial employability, to retrain for new skills, or to provide advancement within a given vocation.

Normally, one year (12 months) of full-time participation is required for a student to complete any given vocational curriculum. Any of the vocational curricula may be completed on a part-time basis, though it will require more than one year to do so.

The vocational curricula to be offered by Pitt Technical Institute during the 1969-70 school year will include the following:

AUTOMOTIVE MECHANICS (Option—2 years)
COSMETOLOGY
ELECTRONICS SERVICING
MACHINIST (Option—2 years)
MECHANICAL DRAFTING

AUTOMOTIVE MECHANICS

INTRODUCTION

One Year-Two Year Option Purpose of Curriculum

This Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks, buses and a variety of gasoline-powered equipment. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Job Description

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work. For example, some may specialize in repairing only power steering and power brakes, or automatic transmissions. Usually such specialists have an all-round knowledge of automotive repair and may occasionally be called upon to do other types of work.

AUTO MECHANICS

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>CH</i>
FIRST QUARTER			
PME 1101 Internal Comb. Engines	3	12	7
MAT 1101 Fundamentals of Mathematics	5	0	5
*DFT 1101 Schematics & Diagrams (Measurement, Tools, and Engines)	0	3	1
PHY 1101 Applied Science	3	3	4
**ENG 1101 Reading Improvement	2	0	2
	13	18	19
SECOND QUARTER			
PME 1102 Engine Elect. & Fuel Systems	5	15	10
*DFT 1102 Schematics & Diagrams (Electrical and Fuel Systems)	1	3	2
MAT 1102 Applied Math or Elective	3	0	3
ENG 1102 Communications Skills	3	0	3
	12	18	18

<i>Course Title</i>	C	L	CH
THIRD QUARTER			
PME 1123 Brakes, Chassis & Suspension	3	12	7
PME 1103 Principles of Auto Air Cond.	2	3	3
*DFT 1103 Schematics & Diagrams (Chassis and Brakes, etc.)	0	3	1
PSY 1101 Human Relations	3	0	3
WLD 1129 Basic Welding (Related)	2	3	3
	<u>10</u>	<u>21</u>	<u>17</u>
FOURTH QUARTER			
PME 1124 Power Trains	3	12	7
PME 1125 Auto Servicing	3	9	6
BUS 1103 Small Business Operations or Elective	3	0	3
	<u>9</u>	<u>21</u>	<u>16</u>
NOTE: A diploma for a 4 Qtr. Program may be awarded after successful completion.			
PME 1184 Co-op (4th Quarter) to be arranged for students returning for 4th, 5th, and 6th quarters. (June-July & August) 15 hrs. minimum per week. 5 Qtr. hours for work in summer.			
FIFTH QUARTER			
PME 1202 Auto Elect/Electronics	4	9	7
PME 1203 Adv. Tune-Up	4	9	7
WLD 1130 Inter. Welding or Elective	1	3	2
	<u>9</u>	<u>21</u>	<u>16</u>
SIXTH QUARTER or 7th Co-op Student			
PME 1224 Adv. Automatic Trans.	3	12	7
PME 1221 Front Suspension & Power Steering	1	3	2
PME 1226 Adv. Auto Servicing or Elective	2	9	5
	<u>6</u>	<u>24</u>	<u>16</u>
Total Credit Hours	102		

*NOTE: DFT 1101, 1102, & 1103, Blueprint Reading (Schematics & Diagrams) may be taught as 3 separate hour classes or one 3 hour class, or 1 hour and 2 hour classes.

**When the student is proficient in reading or has completed the course ENG 1101 in a preparatory program, he may substitute an elective.

COSMETOLOGY

INTRODUCTION

Today the cosmetologist is called upon to advise men and women on problems of make-up, diet, and care of the hair, skin and hands, including the nails. Cosmetology has become a science consisting of the use of cosmetics based on scientific principles. The Cosmetology Curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum is designed to prepare the student for employment in the field of cosmetology. The curriculum provides instruction and practice in manicuring, shampooing, permanent waving, facials, massages, scalp treatments, hair cutting and styling. This curriculum is approved by the North Carolina State Board of Cosmetic Art Examiners.

The 1200 hour cosmetology program prepares prospective beauty operators for the North Carolina licensing examination. Classes operate on an eight hour per day schedule providing actual experience in such customer services as shampooing, care of the skin, massaging, and all other phases of cosmetology.

Students may continue for additional hours of study in Advanced Hair Styling. Completion of this option qualifies the graduate for examination and licensing on the 1500 hour program required in some states.

Job Description

A trained beautician is in constant demand. She can find employment in the many beauty shops found in every community. A cosmetologist performs many functions in providing beauty service for customers. Some of the functions are manicuring, shampooing, permanent waving, facials, scalp treatments, hair styling, bleaching, and other services demanded of a beautician.

COSMETOLOGY

SUGGESTED CURRICULUM BY CONTACT HOURS

A total of 1200 hours of training is required for graduation. Training consists of basic hair styling, advanced styling techniques, wig styling, permanent waving, coloring, facial and scalp treatments. Categorizing these subjects, the following is an hourly breakdown:

SCIENTIFIC STUDY

Hours

1. Law, as it pertains to practice of cosmetic art in North Carolina, ethics, economics, shop management and history of beauty culture.	55
2. Sanitation, sterilization, personal hygiene, first aid	35
3. Bacteriology	20
4. Anatomy	75
5. Digestion	15
6. Skin, scalp, hair, nails and their common disorders	50
7. Electricity, as applied to the practice of cosmetic art	30
8. Chemistry, as necessary to the practice of cosmetic art	20

TOTAL

300

DEMONSTRATIONS AND LECTURES ON SCIENTIFIC STUDY

1. Law, as it pertains to practice of cosmetic art in North Carolina, ethics, economics, shop management and history of beauty culture.	10
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2. Sanitation, sterilization, personal hygiene	10
3. Bacteriology	10
4. Anatomy	10
5. Digestion	5
6. Skin, scalp, hair, nails, and their common disorders	10
7. Electricity, as applied to the practice of cosmetic art	10
8. Chemistry, as necessary to the practice of cosmetic art	10
9. Finance and equipment	10

TOTAL	115
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SUPERVISED PRACTICE

1. Scalp treatments	25
2. Shampooing and rinsing	10
3. Hair dyeing and bleaching	70
4. Hair dressing and styling	100
5. Finger waving and comb waving	37
6. Croquinole waving, round curling, paper curling	50
7. Permanent waving	225
8. Facials, massage, packs, eyebrow arching	50
9. Manicuring and arm moulding	20

TOTAL	587
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ILLUSTRATED LECTURES ON PRACTICAL WORK

1. Scalp treatments	7
2. Shampooing and rinsing	5
3. Hair dyeing and bleaching	30
4. Hair dressing	30
5. Finger waving and pin curling	25
6. Croquinole waving, round and paper curling	16
7. Permanent waving	50
8. Facials, massage, packs, eyebrow arching	10
9. Manicuring and arm moulding	10
10. Cosmetics	5

TOTAL	188
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Hours assigned:	1190
Safety measures	10
TOTAL	1200

ELECTRONIC SERVICING

INTRODUCTION

Purpose of Curriculum

Within recent years improved electronic techniques have provided increased need for the electronic serviceman. These developments require expanded knowledge and skill of the individual who would qualify as a competent and up-to-date serviceman.

This curriculum guide provides a training program which will provide the basic knowledge and skills involved in the installation, maintenance, and servicing of electronic systems. A large portion of the time is spent in the laboratory verifying electronic principles and developing servicing techniques.

Job Description

A serviceman may be required to install, maintain and service many types of electronic systems. The serviceman may be employed in one or more of the following areas: electrician, radio and television serviceman, broadcast technician, and a repairman or technician in many industrial applications including manufacturing, quality control and sales of electronic equipment. Many other opportunities are available in other phases of industry depending upon the individual's interest and ability.

ELECTRONIC SERVICING

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
MAT 1101 Basic Mathematics	5	0	5
ENG 1101 Reading Improvement	2	0	2
ELC 1112A Direct Current Theory and Practice	3	9	6
ELN 1101 Troubleshooting Concepts	2	3	3
	<hr/> 12	<hr/> 12	<hr/> 16
SECOND QUARTER			
MAT 1115 Electrical Mathematics	5	0	5
ENG 1102 Communication Skills	3	0	3
ELC 1112B Alternating Current Theory and Practice	3	9	6
ELN 1102 Systems Troubleshooting	2	3	3
	<hr/> 13	<hr/> 12	<hr/> 17
THIRD QUARTER			
MAT 1116 Electrical Mathematics	5	0	5
ELN 1103 Introduction to Control Devices	5	9	8
ELN 1125 Radio Receiver Servicing	2	6	4
	<hr/> 12	<hr/> 15	<hr/> 17
FOURTH QUARTER			
ELN 1127 Television Receiver Circuits and Servicing	10	15	15
Total Quarter Hours			65

MACHINIST TRADE

INTRODUCTION

Purpose of Curriculum

This curriculum was prepared to meet a definite need for training of machinists. Surveys recently completed in North Carolina show that many of the existing industries lack time and facilities for training enough machinists to meet present and planned needs. Expanding industries already located in our State and new industries under development invariably express the need for skilled craftsmen who have the background knowledge and potential to advance.

This guide is designed to give learners the opportunity to acquire basic skills and the related technical information necessary to gain employment and build a profitable career in the machine shop industry in the State. It is comprised of the joint views of committees responsible for its development.

Job Description

The machinist is a skilled metal worker who shapes metal parts by using machine tools and hand tools. His training and experience enable him to plan and carry through all the operations needed in turning out a machined product and to switch readily from one kind of product to another. A machinist is able to select the proper tools and material required for each job and to plan the cutting and finishing operations in their proper order so that he can complete the finished work according to blueprint or written specifications. He makes standard shop computations relating to dimensions of work, tooling, feeds, and speeds of machining. He often uses precision measuring instruments such as micrometers and gages to measure the accuracy of his work to thousandths of an inch.

This skilled worker must be able to set up and operate most types of machine tools. The machinist also must know the composition of metals so that he can heat and quench cutting tools and parts to improve machinability. His wide knowledge enables him to turn a block of metal into an intricate, precise part.

MACHINIST

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	<i>C</i>	<i>L</i>	<i>CH</i>
FIRST QUARTER			
MEC 1101 Machine Shop Theory and Practice	3	12	7
MAT 1101 Fundamentals of Math	5	0	5
DFT 1201 Drafting: Mechanical, I	1	3	2
PHY 1101 Applied Science	3	2	4
ENG 1101 Reading Improvement	2	0	2
	14	17	20
SECOND QUARTER			
MEC 1102 Machine Shop Theory and Practice	3	12	7
MAT 1102 Algebra	5	0	5
DFT 1202 Drafting: Mechanical, II	1	3	2
PHY 1102 Applied Science	3	2	4
ENG 1102 Communicative Skills	3	0	3
	15	17	21

<i>Course Title</i>		C	L	CH
THIRD QUARTER				
MEC 1103	Machine Shop Theory and Practice	3	12	7
MAT 1103	Geometry	3	0	3
DFT 1105	Blueprint Reading: Mechanical	0	3	1
MEC 1124	Structure of Metals	3	2	4
PSY 1101	Human Relations	3	0	3
		<hr/>	<hr/>	<hr/>
		12	17	18
FOURTH QUARTER				
MEC 1104	Machine Shop Theory and Practice	3	12	7
MAT 1104	Trigonometry	3	0	3
WLD 1104	Basic Welding	2	3	3
MEC 1126	Heat Treating Practice	0	3	1
BUS 1105	Industrial Organizations	3	0	3
		<hr/>	<hr/>	<hr/>
		11	18	17
Total Quarter Hours				76
				128
Two quarters of advanced training may be offered to outstanding students after satisfactory completion of the four-quarter course of study and upon recommendation of their curriculum instructors.				
FIFTH QUARTER				
MEC 1105	Machine Shop Theory and Practice	3	12	7
MAT 1123	Machinist Mathematics	3	0	3
DFT 1203	Drafting: Mechanical, III	0	6	2
MEC 1221	Machine Maintenance	2	3	3
		<hr/>	<hr/>	<hr/>
		8	21	15
SIXTH QUARTER				
MEC 1106	Machine Shop Theory and Practice	3	12	7
DFT 1106	Blueprint Reading: Mechanical	0	3	1
MEC 1107	Jigs and Fixtures	2	6	4
		<hr/>	<hr/>	<hr/>
		5	21	12
Elective				
Total Credit Hours		97		

MECHANICAL DRAFTING

INTRODUCTION

Purpose of Curriculum

This curriculum is designed to prepare students to enter the field of mechanical drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel—administrative, architects, engineers, skilled workmen—and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Job Description

A Draftsman prepares clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions: makes final sketch of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Makes any adjustments or changes necessary or desired. Inks in lines and letters on pencil drawings as required. Exercises manual skill in the manipulation of triangle, T-square, and other drafting tools. Lays tracing paper on drawing and traces drawing in pencil or ink. Makes charts for representation of statistical data. Makes finished designs from sketches. Utilizes knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

A Mechanical draftsman performs the general duties of a draftsman and also specializes in making rough drafting sketches of proposed mechanical devices, and then drawing necessary details. Prepares accurate scale drawings of parts or machines from specifications.

MECHANICAL DRAFTING

SUGGESTED CURRICULUM BY QUARTERS

<i>Course Title</i>	C	L	CH
FIRST QUARTER			
DFT 1121 Drafting	3	12	7
MAT 1102 Algebra	5	0	5
ENG 1101 Reading Improvement	2	0	2
PHY 1101 Applied Science	3	2	4
	<hr/>	<hr/>	<hr/>
	13	14	18

<i>Course Title</i>	C	L	CH
SECOND QUARTER			
DFT 1122 Drafting	3	6	5
DFT 1125 Descriptive Geometry	2	3	3
MAT 1103 Geometry	3	0	3
ENG 1102 Communication skills	3	0	3
PHY 1102 Applied Science	3	2	4
	<hr/> 14	<hr/> 11	<hr/> 18
THIRD QUARTER			
DFT 1131 Mechanical Drafting	3	12	7
MAT 1104 Trigonometry	3	0	3
PSY 1101 Human Relations	3	0	3
MEC 1113 Shop Processes	2	3	3
MEC 1124 Structure of Metals	3	2	4
	<hr/> 14	<hr/> 17	<hr/> 20
FOURTH QUARTER			
DFT 1132 Mechanical Drafting	3	12	7
MEC 1114 Shop Processes	2	3	3
MEC 1126 Heat Treating Practice	0	3	1
BUS 1105 Industrial Organizations	3	0	3
	<hr/> 8	<hr/> 18	<hr/> 14
Total Quarter Hours	70		

COURSE DESCRIPTIONS

AUTOMOTIVE

	C	L	CH
AUT 1126 Small Engine Repair Elective	2	3	3
The small engine course is offered to train people in the overhaul and maintenance of the four and two cycle engines. They are taught to replace and repair defective parts.			

BUSINESS

BUS 1103 Small Business Operations	3	0	3
An introduction to the business world, problems of small business operation, basic business law, business forms and records, financial problems, ordering and inventorying layout of equipment and offices, methods of improving business, and employer-employee relation. Prerequisite: None			

BUS 1105 Industrial Organizations	3	0	3
Methods, techniques, and practices of modern management in planning, organizing, and controlling operations of a manufacturing concern. Introduction to the competitive system and the factors constituting product cost.			

DRAFTING

DFT 1101 Schematics & Diagrams, Measurement, Tools & Engines	0	3	1
Development of ability to read and interpret blueprints, charts, and service manuals. Information on the basic principles of lines, views, dimensions, and notes. A course designed to give the student a broad knowledge of measuring and to interpret those instruments used to measure all factors relevant to engine repairs.			

DFT 1102 Schematics & Diagrams (Electrical & Fuel Systems)	1	3	2
Development of ability to read and interpret blueprints, charts, and service manuals. A course designed to give the student a broader knowledge of schematics and diagrams as they relate to the automotive electrical and fuel systems.			

DFT 1103 Schematics & Diagrams (Chassis & Brakes, etc.)	0	3	1
Development of ability to read and interpret blueprints, charts and service manuals. A course designed to give the student a broader knowledge of schematics and diagrams as they relate to automotive brakes, chassis and suspension.			

DFT 1105 Blueprint Reading: Mechanical	0	3	1
Further practice in interpretation of blueprints as they are used in industry; study of prints supplied by industry; making plans of operations; introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes. Prerequisite: DFT 1104 or DFT 1202			

DFT 1106 Blueprint Reading: Mechanical	0	3	1
Advanced blueprint reading and sketching as related to detail and assembly drawings used in machine shops. The interpretation of drawings of complex parts and mechanisms for features of fabrication, construction and assembly. Prerequisite: DFT 1105.			

DFT 1121 Drafting	3	12	7
An introduction to drafting and the study of drafting practices. Instruction is given in the selection, use and care of instruments, singlestroke lettering, applied geometry, freehand sketching consisting of orthographic and pictorial drawings. Orthographic projection, reading and instrument drawing of principal views, single auxiliary views (primary), and double (oblique) auxiliary views will be emphasized. Dimensioning and note practices will be studied with reference to the American Standards Association practices. Methods of reproducing drawing will be included at the appropriate time. Prerequisite: None			

	C	L	CH
DFT 1122 Drafting	3	6	5

The trainee will study simple and successive revolutions and their applications to practical problems. Sections and conventions will be studied, and both detail and assembly sections will be drawn. Intersections and developments will be studied by relating the drawing to the sheet metal trades. Models of the assigned drawings will be made from construction paper, cardboard, or similar materials as a proof of the solution to the problems drawn.

Methods of drawing and projecting axonometric, oblique, and perspective drawings will be studied with emphasis on the practical applications of pictorial drawings. Various methods of shading will be introduced, and dimensioning and sectioning of oblique and axonometric pictorials will be done. Prerequisite: DFT 1121

DFT 1125 Descriptive Geometry	2	3	3
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Graphical analysis of space problems. The problems deal with practical design elements involving points, lines, planes, connectors, and a combination of these. Included as problems dealing with solid geometry theorems. Where applicable, each graphical solution shall be accompanied by the analytical solution. Prerequisite: DFT 1121

DFT 1131 Mechanical Drafting	3	12	7
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An introduction to mechanical drafting beginning with problems concerning precision and limit dimensioning. Methods fastening materials, and fasteners; keys, rivers, springs, and welding. Symbols will be studied and drawings will be made involving these items. Principles of design will be introduced with study of basic mechanisms of motion transfer; gears, cams, calculating dimensions will be studied. Drawings will be made involving these mechanisms. Prerequisite: DFT 1122.

DFT 1132 Mechanical Drafting	3	12	7
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Principles of design sketching, design drawings, layout drafting, detailing from layout drawings, production drawings and simplified drafting practices constitute areas of study. Forging and casting drawings will be made from layouts. Specifications, parts list and bill of materials are emphasized in this course. The student will develop a complete set of working drawings of a tool, jig, fixture or simple machine and learn principles of design, handbook and manual usage. Prerequisite: DFT 1131.

DFT 1201 Drafting: Mechanical I	1	3	2
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Introduction to drafting room procedures; sketching as a means of passing on ideas, information and processes; the use of drafting instruments in the practice of lettering, dimensioning, orthographic projections, and working drawings.

DFT 1202 Drafting: Mechanical II	1	3	2
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Additional instruction and practice in orthographic projections, working drawings, lettering and dimensioning; as well as introduction to sectioning, pictorial drawings, and the use of drawing instruments for the graphical solution of geometrical problems. Some emphasis placed on interpretation of shop blueprints to better prepare student for DFT 1105. Prerequisite: DFT 1201.

DFT 1203 Drafting: Mechanical III	0	6	2
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A continued study of orthographic projection with emphasis on working drawings for manufacturing processes, detailing, isometric and oblique drawings, and an understanding of design. Considerable emphasis to be given to the drawing of fasteners, cams, gears, etc. Drafting standards for assembly drawings to be studied. Prerequisite: DFT 1202

ELECTRICITY

ELC-1112A Direct Current Theory and Practice	3	9	6
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A study of the structure of matter and the electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. Analysis of direct current circuits by Ohm's Law and Kirchhoff's Law; sources of direct current potentials.

ELC-1112B Alternating Current Theory and Practice	3	9	6
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A study of the fundamental concepts of alternating current including the generation of sine waves and other non-sinusoidal waveforms; a study of reactance, impedance, power, resonance, and alternating current circuit analysis.

ELECTRONICS

	C	L	CH
ELN-1101 Troubleshooting Concepts	2	3	3
A study of the techniques used in analysis of defective systems by block diagrams. Introduction to test equipment used in troubleshooting.			
ELN-1102 Systems of Troubleshooting	2	3	3
A study of troubleshooting radio and television receivers and other complete systems by block diagram analysis using audible and visual indications as the sensory device.			
ELN-1103 Introduction to Control Devices	5	9	8
Introduction to vacuum tube and semiconductors used to control direct and alternating current. Applications of diodes, triodes, tetrodes, pentodes and transistors in power suppliers, voltage amplifiers, power amplifiers, oscillators and the advantage, disadvantage, and uses of each.			
ELN-1125 Radio Receiver Servicing	2	6	4
Principles of radio reception and practice of servicing; included are block diagrams and schematics of radio receivers, servicing techniques of AM and FM receivers by resistance measurements, signal injection and signal tracing, voltage analysis and methods of locating faulty stages and components.			
ELN-1127 Television Receiver Circuits and Servicing	10	15	15
Principles of television reception and practice of servicing; included are block diagrams and schematics of monochrome and color television receivers, servicing techniques by resistive, voltage and image analysis, methods of locating and repairing defective stages or components.			

ENGLISH

ENG 1101 Reading Improvement	2	0	2
Designed to improve the student's ability to read rapidly and accurately. Special machines are used for class drill to broaden the span of recognition, to increase eye co-ordination and word group recognition and to train for comprehension in larger units. Prerequisite: None.			
ENG 1102 Communication Skills	3	0	3
Designed to promote effective communication through correct language usage in speaking and writing. Prerequisite: ENG 1101.			
ENG 1103 Report Writing	3	0	3
This course includes a brief review of English grammar, spelling, and punctuation followed by a concentrated effort in the application of the fundamentals of good writing: sentence structure, proper development of descriptive reporting, and the mechanics of report construction. Practice in writing letters and various report forms will be given and some time will be devoted to oral speech and note taking. Prerequisite: ENG 1101.			

MATHEMATICS

MAT 1101 Fundamentals of Mathematics	5	0	5
Practical number theory. Analysis of basic operations: addition, subtraction, multiplication and division. Fractions, decimals, powers and roots, percentages, ratio and proportion. Plane and solid geometric figures used in industry; measurement of surfaces and volumes. Introduction to algebra used in trades. Practice in depth. Prerequisite: None			
MAT 1102 Algebra	5	0	5
Basic concepts and operations of algebra: historical background of our base - 10 number system; algebraic operations: addition, subtraction, multiplication and division; fractions, letter representation, grouping, factoring, ratio and proportions, variations; graphical and algebraic solution of first degree equations; solution of simultaneous equations by: addition and subtraction, substitution, graphing, exponents, tables and interpolations. Prerequisite: Satisfactory evidence that admission requirements have been met or MAT 1101.			

	C	L	CH
MAT 1103 Geometry	3	0	3

Fundamental properties and definitions; plane and solid geometric figures, selected general theorems, geometric construction of lines, angles and plane figures. Dihedral angles, areas of plane figures, volumes of solids. Geometric principles are applied to shop operations. Prerequisite: None.

	3	0	3
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MAT 1104 Trigonometry

Trigonometric ratios, solving problems with right triangles, using tables, and interpolating, solution of oblique triangles using law of sines and law of cosines; graphs of the trigonometric functions. All topics are applied to practical problems. Prerequisite: MAT 1102.

	5	0	5
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MAT 1115 Electrical Mathematics

An introductory algebra course with trigonometry and vectors needed in alternating current: algebraic operations of addition, subtraction, multiplication and division; use of letters and signs, grouping, factoring, exponents, ratios and proportions; algebraic and graphic solutions of first-degree equations; introduction to trigonometric functions, their graphs and applications to right triangles, addition, subtraction and resolution of vector quantities. Prerequisite: None.

	5	0	5
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MAT 1116 Electrical Mathematics

A working knowledge of the powers of 10, Ohm's Law for series and parallel circuits, quadratic equations, Kirchhoff's Laws, trigonometric functions, plane vectors, alternating currents, vector algebra, and complex numbers. Prerequisite: MAT 1115.

	3	0	3
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MAT 1123 Machinist Mathematics

Introduces gear ratio, lead screw and indexing problems with emphasis on applications to the machine shop. Practical applications and problems furnish the trainee with experience in geometric propositions and trigonometric relations to shop problems; concludes with an introduction to compound angle problems. Prerequisite: MAT 1104.

MECHANICS

	3	12	7
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MEC 1101 Machine Shop Theory and Practice

An introduction to the machinist trade and the potential it holds for craftsmen. Deals primarily with the identification, care and use of basic hand tools and precision measuring instruments. Elementary lay-out procedures of lathe, drill press, grinding (off-hand) and milling machines will be introduced both in theory and practice. Prerequisite: None.

	3	12	7
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MEC 1102 Machine Shop Theory and Practice

Advanced operations in layout tools and procedures, power sawing, drill press, surface grinder, milling machine shaper. The student will be introduced to the basic operations on the cylindrical grinder and will select projects encompassing all the operations, tools, and procedures thus far used and those to be stressed throughout the course. Prerequisite: MEC 1101.

	3	12	7
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MEC 1103 Machine Shop Theory and Practice

Advanced work on the engine lathe, turning, boring and threading machines, grinders, milling machine and shaper. Introduction to basic indexing and terminology with additional processes on calculating, cutting and measuring of spur, helical, and worm gears and wheels. The trainee will use precision tools and measuring instruments such as vernier height gauges, protractors, comparators, etc. Basic exercises will be given on the turret lathe and on the tool and cutter grinder. Prerequisite: MEC 1102.

	3	12	7
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MEC 1104 Machine Shop Theory and Practice

Development of class projects using previously learned procedures in planning, blueprint reading, machine operations, final assembly and inspection. Additional processes on the turret lathe, tool and cutter grinder, cylindrical and surface grinder, advanced milling machine operations, etc. Special procedures and operations, processes and equipment, observing safety procedures faithfully and establishing of good work habits and attitudes acceptable to the industry. Prerequisite: MEC 1103.

	C	L	CH
MEC 1105 Machine Shop Theory and Practice	3	12	7
This course stresses the development of skills and understanding of machining precision parts. Advanced machine processes are taught using the standard machine tools as well as specialized or production equipment, as applicable. Methods and procedures of checking and inspecting precision parts. Good housekeeping and safe working habits are stressed at all times.			
MEC 1106 Machine Shop Theory and Practice	3	12	7
Emphasis is placed on production methods and machines which includes set-up and operation for mass production. Instruction will be given on the turret lathe, milling machine, cylindrical grinders and other production machines. Considerable attention also to be given to specialized equipment such as N/C machinery, electrical discharge machines, gear hob or shaper, or others as available.			
MEC 1107 Jigs and Fixtures	2	6	4
Develop understanding of principle and use of jigs and fixtures. Instructions in designing and drawing simple jigs and fixtures, as well as practice in their manufacture for use on course projects. Development of confidence and pride in producing high quality parts with the use of jigs and fixtures.			
MEC 1113 Shop Processes	2	3	3
Study of practices used in metal working shops; introduction to how materials can be utilized, and to the processes of shaping, forming and fabricating metals. Demonstration of the metal working lathes, grinders, drills, milling machines and finishing machines, shapers, planers, saws, broachers, and gear cutting machines. A study of the capabilities of these machines. Prerequisite: None.			
MEC 1114 Shop Processes	2	3	3
Comparison of the unit-production and mass-production systems. Casting, forging and allied processes, welding and sheet metal working processes are demonstrated and discussed. Mass-production methods are studied in relationship to precision dimensional control. Prerequisite: MEC 1113.			
MEC 1124 Structure of Metals	3	2	4
Elementary and practical approach to metals, their structure, markings, classifications, and uses. Interpretation of properties and specifications of steels by use of manuals, catalogs, charts, etc.			
MEC 1126 Heat Treating Practice	0	3	1
Working knowledge of the methods of treating ferrous and nonferrous metals. The effect of hardening, tempering, and annealing upon the structure and physical properties of metals. Trainees will be given the opportunity to acquaint themselves with the equipment and processes of heat treating. Prerequisite: MEC 1124.			
MEC 1221 Machine Maintenance	2	3	3
To instruct the student in the fundamentals of repairing machine tools and related equipment or accessories. Emphasis to be on manufacture of replacement parts; alignment or adjustment of pulleys, gears, gibs, and clutches; and modification or restoration of older equipment.			

PHYSICS

PHY 1101 Applied Science	3	2	4
An introduction to physical principles and their application in industry. Topics in this course include measurements, properties of solids, liquids, and gases, basic electrical principles. Corequisite: MAT 1101 or 1102.			
PHY 1102 Applied Science	3	2	4
The second in a series of two courses of applied physical principles. Topics introduced in this course are heat and thermometry, and principles of force, motion, work, energy, and power. Prerequisite: PHY 1101, MAT 1101.			

POWER MECHANICS

PME 1101 Internal Combustion Engine	3	12	7
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study			

of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing, and repairing.

PME 1102 Engine Electrical and Fuel Systems 5 15 10
A thorough study of the electrical and fuel systems of the automobile, battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. Prerequisite: PME 1101.

PME 1103 Principles of Automotive Air Conditioning 2 3 3
General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Prerequisite: PHY 1101.

PME 1123 Brakes, Chassis & Suspension 3 12 7
Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension, steering and braking systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, front end, types and servicing of brakes. Prerequisite: PME 1102.

PME 1124 Power Trains 3 12 7
Principles and functions of automotive power train systems: clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Identification of troubles, servicing, and repair.

PME 1125 Auto Servicing 3 9 6
Opportunity for the student to practice the principles and techniques learned in previous courses by means of service and repair work that can be made available. A close simulation to an actual automotive shop situation will be maintained and effort will be made to give the student a full range of testing and servicing experience.

PME 1202 Auto Elect/Electronics 4 9 7
Thorough study of theory and operation of individual automotive electrical units. Analysis and repair of all automotive electrical components. To supplement the engine electrical course for first-year students and help them develop a knowledge of transistor circuits and their application to conventional electrical components and circuitry.

PME 1203 Advanced Auto-Tune Up 4 9 7
Study of operation of various tune-up equipment. Shop practice in use of tune-up equipment on live projects. This practical course should help the student to increase his work experience with the more technical aspects of engine tune-ups and should develop his knowledge of the waveforms of the oscilloscope and other test units on the Tune-up Tester. The student should be able to put to practical use, the basic theory of electricity, storage batteries, ignition systems, cranking motors, charging circuits and engine principles which he has already learned.

PME 1221 Advanced Front Suspension and Power Steering 1 3 2
A study of the various types of automotive frames (car and truck), theory of weight distribution, and front suspension parts mounting. Theory of operation, correct disassembly and assembly of all front suspension parts. Designed to give a thorough understanding of steering gears (power and standard), shock absorbers, springs, wheels, tires, power steering, pumps, rams, etc. Theory of steering geometry as related to the construction of various automotive front ends. Theory of balancing and the correct use of various types of balancing machines. A study of and practice in the use of alignment specification charts and machines. Analysis and correction of tire wearing problems, vibrations, hard steering, ducking, pulling, etc. Shop practice in diagnosis and correction of problems.

PME 1224 Advanced Automatic Transmission 3 12 7
In order to round out the Automotive Curriculum, a special course is incorporated here to give greater depth in the understanding of Automatic Transmissions. With the event of this type of transmission in the automotive field, a whole new area of

service and repair has been opened up to the Auto Mechanic. This course acquaints the student with the basic principles of all automatic transmissions with detailed analysis of the components, fluid couplings, and torque converter. Theory of hydraulic pressures coupled with gear trains, with emphasis on identification of troubles which develop in these components and the correct servicing and repair.

PME 1226 Advanced Auto Servicing or Elective 2 9 5
Emphasis on troubleshooting and repairing the various component systems of the automobile, providing an extra range (beyond that of PME 1125) of testing, adjusting, repairing and replacing experiences.

ELECTIVES

PME 1227 Power Accessories 5 0 5
This course is designed to acquaint the student with the operation, service, and repair of power operated seats, windows, tops, windshield wipers, radio antennas; etc. It should insure the development of the student's ability to understand and trace out the circuits of the electrical accessories, to enhance his skill in diagnosing troubles and repairing damaged circuits. He will apply his knowledge in drawing and reading schematic diagrams of electrical circuits.

PSYCHOLOGY

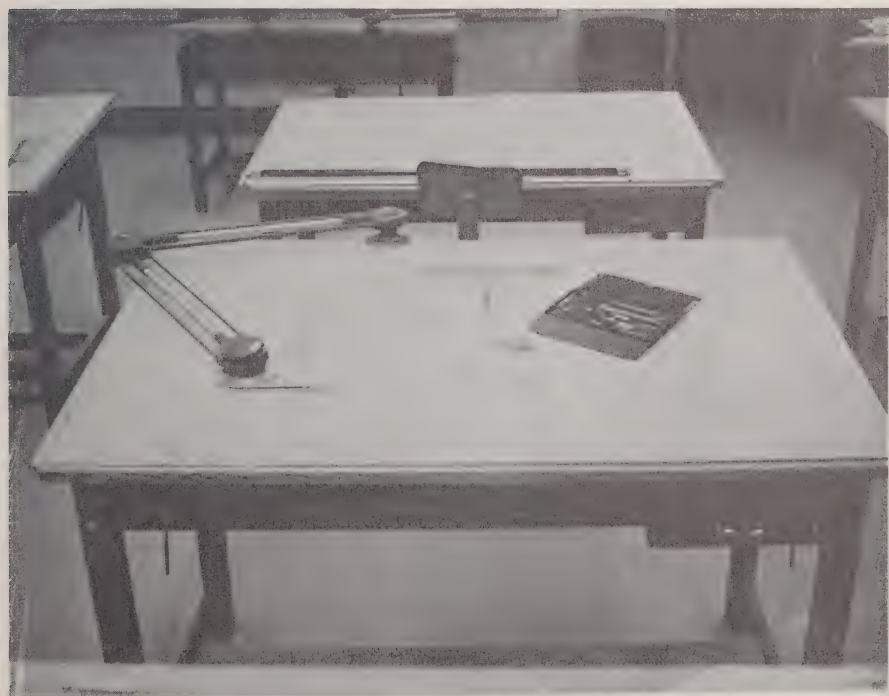
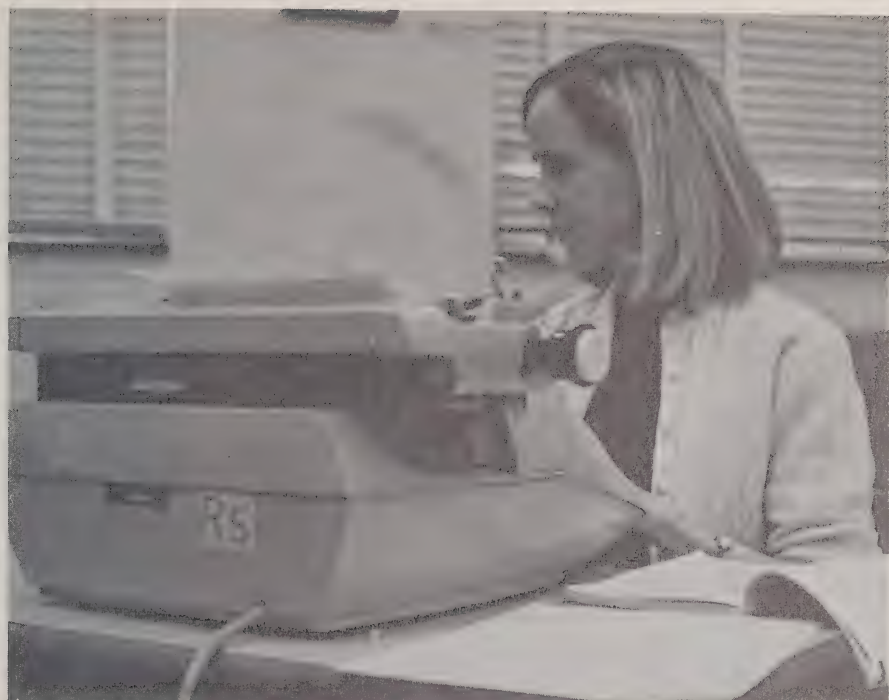
PSY 1101 Human Relations 3 0 3
A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation. Prerequisite: None.

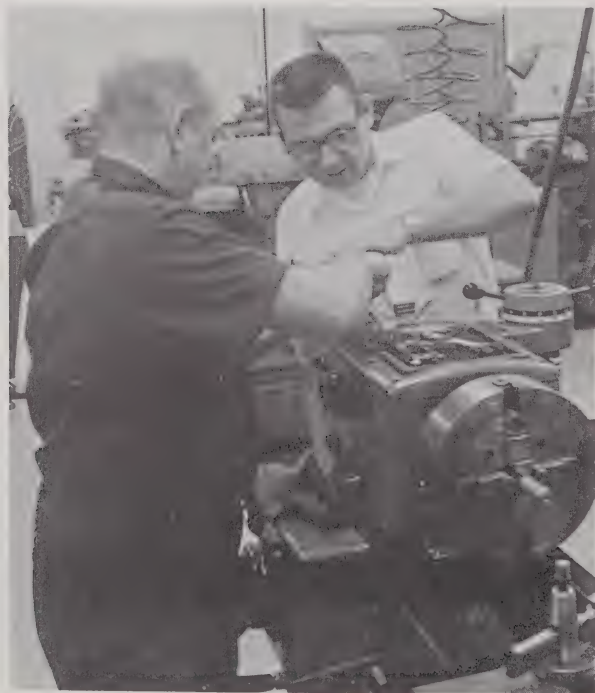
WELDING

WLD 1104 Basic Welding 2 3 3
Welding demonstrations by the instructor and practice by students on selected projects. Safe and correct methods of assembling and operating the welding equipment. Practice will be given in the various methods of oxyacetylene welding and cutting, as well as basic electric arc welding.

WLD 1129 Basic Welding (Related) 2 3 3
The various processes used for joining materials by welding are discussed. Lecture, demonstrations and practice cover the oxyacetylene and arc welding processes, filler metals used, gases, currents weldability of metals. Instruction is given in the set-up and safe operation of oxyacetylene and arc welding apparatus. Students prepare joints by both hand and machine cutting with the oxyacetylene torch.

WLD 1130 Inter. Welding or Elective 1 3 2
Study of and practice with the use of special materials. (Solder for wires and radiators), (Brass and cast for cast-iron blocks), (Aluminum for castings), (Silver solder for pressure joints). Prerequisite: WLD 1129 (Basic Welding).





ADULT EDUCATION PROGRAM

General Information
Occupational Extension
Supervisory Development Training
Law Enforcement Training
Hospitality Training
Fire Service Training
Special Industrial Programs
Farriering
General Adult Education
The Learning Center
MDTA Programs



ADULT EDUCATION

INFORMATION

Pitt Technical Institute will provide any day or night class or training that is desired or needed by individuals, industries, businesses, civic groups, churches and community groups. Assistance is constantly solicited from the public to identify training needs for programs that Pitt Technical Institute will provide.

Courses are usually conducted 2 or 3 times each week for 2½ - 3 hours each session. Classes are taught on campus and in off-campus facilities such as public schools, community buildings, fire stations, industrial plants, churches, etc., throughout Pitt County and Greenville.

A minimum of 10 members is usually necessary to begin any General Adult or Vocational class. Cost is 10¢ per hour of instruction and book cost if needed. Interested persons should submit an application by telephoning 756-3130, by mail or by visit to Pitt Technical Institute.

WHO ARE THE ADULT EDUCATION PERSONNEL?

Greenville, N. C.

Ola L. Porter, General Adult Education
Joseph E. Downing, Occupational Extension
Joy Sasser, Learning Center
Joyce Furlong, Learning Center
Hazel Barrow, Kearney Park Learning Center
Jean Chappell, Secretary
Judy Moye, Secretary

Farmville, N. C.

James Young, Adult Education Center
Louise Downing, Adult Education Center

OCCUPATIONAL EXTENSION

NON-CREDIT: TECHNICAL AND VOCATIONAL COURSES

Non-credit Technical and Vocational courses are offered to persons employed or are seeking employment at the skilled technical and vocational levels. Adults usually attend to increase their skills and understandings, to improve their competency, and to qualify for advancement.

Examples of available non-credit courses are:

Blueprint Reading for Building Trades.

60 hours

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three-view and pictorial sketches.

Basic Bricklaying.

Evening

Day

66 hours

660 hours

Instruction is provided in the use, care, and maintenance of tools and equipment. On-the-job safety practices are stressed and shop practices are provided in the basic manipulative skills. Laying out of walks, underpinnings, arches, chimney construction, and use of block provide application of principles.

Cabinet Making. 66 hours
One studies the use of hand tools and wood-working machines. Fundamental operations and procedures for making joints, types and methods of construction, and some plan sketching are employed.

Small Gasoline Engine Repair. 33 hours
This course involves the theory and fundamentals of gasoline engine operation. Actual practice in servicing and repairing engines will enable the student to minimize engine problems and correct existing ones.

Basic Electricity. 55 hours
A study of the electrical structure of matter and electron theory, the relationship between voltage, current and resistance in series, parallel and series-parallel circuits. To acquaint the student with Ohm's Law, conductors and insulators, wire sizes, voltage drop, types of conduit, fuse rating and current protection, safety and first aid. The definitions and fundamental rules covered by the National Electric Code are introduced.

Ward Attendant. 160 hours
Training designed to prepare men and women to give effective nursing care to patients, to make and report observations, and to carry out routine aspects of ward management. Emphasis is given to the role of the nurses' assistant.

Other courses available are:

Basic Arc Welding	40 hours
Advanced Arc Welding.....	40 hours
Chartered Life Underwriter	60 hours
Insurance Adjusting (six 30 hour courses)	180 hours
Aviation Ground School	40 hours
Uniform Commercial Code	20 hours
Stocks and Bonds	30 hours
Pesticides	20 hours
Farm Record Keeping	20 hours
Ornamental Horticulture	20 hours
Tobacco Ticket Marking	80 hours
Tobacco Auctioneering	80 hours

SUPERVISORY DEVELOPMENT TRAINING

This program is designed to train and upgrade supervisors and potential supervisors in business and industry. The current SDT program consists of twenty-two courses. Classes are held on campus, in local businesses, and in industrial plants. Examples of SDT courses include: Principles of Supervision, Human Relations, Effective Communications, Job Methods, Art of Motivating People, Industrial Safety, etc.

LAW ENFORCEMENT TRAINING

Several short courses and seminars are conducted to upgrade and train law enforcement officers. Some courses are as follows: Introduction to Police Science, Courts and Law, Laws of Arrest, Search and Seizure, General Criminal Investigation, etc.

The school also offers a two-year associate degree curriculum in Police Science and Criminology.

HOSPITALITY TRAINING

Training is provided for personnel preparing to enter or who are already in the motel, restaurant, hospital and retail businesses. Some of the subject areas are as follows: Front Office Procedure, Housekeeping, Waiter-Waitress Training, Hotel-Motel Law, Sales Promotion, Human

Relations, Communication, Basic Nutrition and Menu Planning, Overview of School Food Service, Use and Care of Equipment, Quantity Cooking, Quantity Food Preparation.

FIRE SERVICE TRAINING

Upgrading of fire service personnel is taken directly to the individual fireman. Training sessions are held in the local fire departments permitting the men to be trained as organized groups. Fire Service classes include: Forcible Entry, Rope Practices, Portable Fire Extinguishers, Fire Apparatus Practices, Protective Breathing Equipment, Firefighting Procedures, etc.

SPECIAL INDUSTRIAL PROGRAMS

Classes may be in the immediate area in which the industry is engaged. The purpose of the course may be pre-employment training, on-the-job training, or the upgrading of the skills of present employees.

In addition, special classes may be developed for training of personnel for a New Industry locating in the area.

Courses are drafted to specific group needs. New programs and classes are scheduled at the time and place convenient to the interested group or individuals.

There is no charge to the student or industry for such training. The potential class, however, must have a minimum of eight students.

For assistance in developing occupational extension classes, inquiries and requests are welcomed by the Director of Occupational Extension Programs.

FARRIERING (HORSESHOEING)

Farriering is a 12-week course that usually begins the first week of September and terminates during the first week of December. Tuition cost is \$32.00, plus the cost of the textbook. Insurance is available at a nominal cost (\$3.00). An activity fee of \$4.00 is assessed each student. Students from out-of-state are charged tuition at the rate of $2\frac{1}{2}$ times that of state residents or \$80.00.

Applications are received and processed continually. Since the class size is limited, prospective students are urged to file applications early.

GENERAL ADULT EDUCATION

Adult Basic Education

Classes for adults 18 years of age or older who have less than an eighth grade education. Basic subjects of reading, writing and arithmetic are studied. Classes are divided into Level I (grades 1-4) and Level II (grades 5-8). Instruction is also given in family relations, budgeting and the world of work. Upon completion of the eighth grade, students will be able to begin their high school program. The classes are free of charge to the student. Students interested should contact the school for information about classes in their community, or enroll at the classroom when the classes are announced. 120 hours

High School Preparation

Courses for grades 9-12 are offered for only the cost of books. The preparation can lead to the high school equivalency certificate which is awarded by the North Carolina State Department of Public Instruction upon qualification. The GED Examination is administered at Pitt Technical Institute the first two Saturdays of each month. 120 hours

Speed Reading

30 hours

A course designed to improve reading comprehension by training to read more rapidly and accurately. The keystone machine is used for drill to broaden the span of recognition, and comprehension in larger units. Reading faults will be analyzed and principles of vocabulary building stressed.

Public Speaking

30 hours

A course designed to teach the student the fundamental techniques of effective public speaking, from making simple announcements to delivering a formal address. Students will be given the opportunity to develop short talks and to present them before the class.

Emergency Auto Care for Women

20 hours

A course designed to teach women the basic fundamentals of how an automobile operates, how to make tire changes, and simple emergency repairs. Periodic preventive maintenance and general upkeep will be emphasized.

Sewing I

36 hours

A course for beginning sewing students, including the basic information necessary for construction of simple garments from patterns. Areas covered are as follows: use of the machine, pattern selection and alteration, fabric selection and preparation, linings and interfacings, construction techniques, fitting, and pressing.

Sewing II

36 hours

A continuation of Sewing I, for students with some knowledge of sewing. New areas covered are as follows: analysis of self as related to pattern and clothing selection, principles of design, zipper insertion, and advanced construction.

Sewing III

36 hours

Continuation of Sewing II.

Tailoring

36 hours

A course for the advanced student of sewing who has completed Sewing III or its equivalent. It includes the application of sewing techniques in working with heavy fabrics, such as wool, and the construction of suits and coats.

Flower Arranging

18 hours

Art principles as related to live flower arrangements. Areas covered include uses of flowers, containers and accessories, design principles, color and texture, and arrangement for special occasions.

Knitting I

30 hours

A course in the basic procedures of hand knitting, including the construction of articles from simple to advanced. Students are required to furnish needles and thread.

Interior Decorating

30 hours

A course designed to give the student greater understanding and appreciation of furniture styles, use of color and design in fabrics, floor coverings, and accessories. It includes a complete study of room arrangement, color, backgrounds, period style in furniture, and current trends.

Stenocript ABC Shorthand

60 hours

A successful system of shorthand based upon phonetic spelling. The course enables a person to master shorthand in the shortest time, at the least expense, and at speeds necessary.

Income Tax

30 hours

A course designed to give the student information that will be helpful in completing personal income tax forms, Federal and State. Tax laws procedures, and practical applications are included.

Modern Math for Parents

18 hours

A short orientation course to help parents better understand the new math now being taught in the local public schools.

Driver Education

60 hours

A course designed to teach adults how to drive an automobile. It consists of 6 hours of classroom instruction teaching "Traffic Laws and Highway Safety," to enable the

student to obtain a Learner's permit from the License Bureau: followed by 30 hours in the classroom with the textbook "Let's Drive Right", twenty-four hours are required in the car — sixteen observing and eight driving. The 24 hours may be taken simultaneously with the 36 hours classroom instruction if scheduling permits.

Other available courses are:

Basic Art, Sketching, Drawing, etc.	30 hours
Seasonal Decoration	30 hours
Decoupage	16 hours
Copper Tooling	16 hours
Furniture Upholstery and Refinishing	60 hours
Stocks and Bonds	30 hours
Sign Language	50 hours
Basic Seamanship	20 hours
Arts and Crafts (variety)	40 hours

THE LEARNING CENTER

The Learning Center is set up by the Department of Community Colleges for students who wish to learn on their own. Study areas include the following: Preparation for taking the high school equivalency test; preparation for entrance into a curriculum program; college preparation; upgrading in specific areas; and study of subjects for personal satisfaction.

WHEN?

The center is open Monday through Thursday, from 9:00-5:00 and 7:00-10:00, and on Friday from 9:00-3:00. You may apply at any time during these hours, and may study at any time.

WHERE?

Pitt Technical Institute is located on Highway 11 south of Greenville, North Carolina. Phone PL6-3130.

ADMISSION?

Anyone age 18 years or older who is not presently enrolled in a secondary school may enroll in the center at no charge. (High School students may enroll with the principal's written permission.)

ATTENDANCE?

Regardless of your previous education — you start where you left off — there are programmed materials for you. We will help you start at whatever level and in whatever subjects you want or need. You may study as many hours each day and as many days each week as the center is open. Your progress will be limited only by your ambition and ability. There are no class periods. Each student sets his own work sessions. You work toward your own goal at your own pace in a program individually designed for you with the help of the coordinator.

DEVELOPMENTAL STUDIES PROGRAM

The Institute offers specialized courses in Mathematics and English. Students whose high school records and placement test scores demonstrate a need for some developmental study are selected for these courses.

This is a non-credit program including development study in mathematics and English. Mathematics includes a review of arithmetic, basic algebra, geometry and an introduction to basic trigonometry. English is a review of basic reading fundamentals.

Students may be placed in this program in the first quarter in either or both of the subject areas. Upon successful completion of the course or courses, students may enroll in T-MAT 101, T-MAT 110, or T-ENG 101 whichever is applicable. Students assigned to the developmental studies program may enroll in any credit course for which they are prepared.

DEVELOPMENTAL COURSES

The quarter hours of credit shown opposite each of the courses listed under this program is for institutional credit only. Institutional credit cannot be applied toward either a diploma or associate degree program. Quarter hours of institutional credit will be considered the same as quarter hours of credit under the diploma or associate degree program for the purpose of scheduling and fees.

FIRST QUARTER

		Hours Per Class	Week Lab	Quarter Hours Credit
T-ENG 010	Developmental Reading	5	0	5
T-MAT 010	Developmental Technical Math	5	0	5
T-MAT 012	Developmental Business Math	5	0	5

HIGH SCHOOL EQUIVALENCY TESTS

Pitt Technical Institute has been designated an official testing center for the General Educational Development Tests by the American Council on Education. The State Department of Public Instruction will issue a "Certificate of High School Equivalency" to adult residents who have not completed high school provided they meet the following requirements:

1. Make a standard score of 35 or above on each of the five tests and an average standard score of 45 on all 5 tests.
2. Be nineteen years of age or older (an 18 year old may take the test provided he has been out of the public schools for 6 months).
3. Make application for tests on official application blanks that are available at Pitt Technical Institute and in the offices of the City and County Superintendents of Schools.
4. Pay a test fee of \$3.00.

The GED tests will be given at the Institute on the first two Saturdays of each month from 8:00 A.M. till 1:00 P.M. It will take both Saturdays to complete the battery of 5 tests.

Training for high school completion is available at the Institute.



















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